



## **Town of Arlington Board of Selectmen**

### **Meeting Agenda**

December 21, 2015  
6:00 PM  
Selectmen's Chambers, 2nd Floor, Town Hall

1. Introduction of New Deputy Town Manager - Sandy Pooler  
Adam W. Chapdelaine, Town Manager
2. Presentation: Scenic Byway Signage  
Clarissa Rowe & Ted Fields

### **CONSENT AGENDA**

3. Minutes of Meetings: December 7, 2015
4. Reappointments: Transportation Advisory Committee  
Melissa Laube  
Scott Smith  
(terms to expire 12/31/2019)

### **LICENSES & PERMITS**

5. License Renewals  
Contractor/Drainlayer  
Wine & Malt Beverages Only Restaurant  
All Alcohol Restaurant  
All Alcohol Club  
All Alcohol Package Store  
Theatre License  
Common Victualler  
Food Vendor  
Class I  
Class II  
Class II Non-Premise/Auctioneer  
Lodging Houses/Inn-Keepers  
Public Entertainment  
Automatic Amusement  
Second Hand Dealer
6. Request: Common Victualler License  
Ramlul Shanti Group, LLC d/b/a Villa House of Pizza  
Yashud Paudel & Kristina Kumar Khatri
7. Request: Tango Restaurant Late Night Event 12/31/15-1/1/16

Alissa Mermet, Tango Restaurant, 464 Massachusetts Avenue

**TRAFFIC RULES & ORDERS / OTHER BUSINESS**

8. Vote: Transfer of CDBG Funds  
Adam W. Chapdelaine, Town Manager
9. Vote: MWRA Debt Shift  
Adam W. Chapdelaine, Town Manager
10. Vote: Municipal Partnership - Transportation for MA  
Adam W. Chapdelaine, Town Manager
11. Discussion: Selectmen's Draft Handbook  
Kevin F. Greeley, Chair

**EXECUTIVE SESSION**

Next Scheduled Meeting of BoS January 11, 2016.



## Town of Arlington, Massachusetts

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### Introduction of New Deputy Town Manager - Sandy Pooler

**Summary:**

Adam W. Chapdelaine, Town Manager

**ATTACHMENTS:**

Type	File Name	Description
<input checked="" type="checkbox"/> Backup Material	Sanford_Pooler_Resume.pdf	Resume

# Sanford M. Pooler

## Experience

2011-  
Present

### TOWN OF AMHERST

Amherst, MA

#### Finance Director

- Prepare annual operating budget, Capital Improvement Plan, revenue and expenditure forecasts, and debt offering statements (Bond rating upgraded to Aa+ in 2014.)
- Staff to Finance and Joint Capital Planning Committees.
- Oversee Accounting, Assessing, Treasurer/Collector's, and Information Technology Departments.
  - Assist Town Manager with special projects, for example: Solar facility at landfills (contract and legal issues); Afterschool program (budget and management issues to bring under Town control); Wildwood Elementary School Building Committee.

2006-2009

### CITY OF NEWTON

Newton, MA

#### Chief Administrative Officer

- Oversaw and directed the day-to-day operations of 20 city departments. Managed and directed the activities of professionals across diverse departments.
- Supervised the activities of the Chief Budget Officer and formulated municipal fiscal policy.
- Represented the Mayor at meetings with the Board of Aldermen, community groups, municipal, state, and federal agencies, and the press.
- Major recent accomplishments:
  - Negotiated an ambulance contract to provide enhanced service at zero cost to the City.
  - Initiated a program to convert large city and school buildings from heating oil to natural gas heat, saving over \$1 million per year in heating costs and increasing energy efficiency.
  - Negotiated a Project Funding Agreement with the State to secure \$46.5 million in construction funding for Newton North High School.
  - Worked with the Department of Public Works to implement new automated trash and single-stream recycling programs that saved \$7.5 million over five years.

1998-2005

### CITY OF NEWTON

Newton, MA

#### Chief Budget Officer

- Prepared annual operating budget, capital improvement plan, and revenue and expenditure forecasts.
  - Annually produced balanced budgets and had them adopted on time, every year.
  - Maintained the City's Aaa bond rating from Moody's Investor Service.
  - Delivered two state-of-the-art high schools through innovative financing plan and without a tax override or operating budget cuts.

1989-1997

### MASSACHUSETTS HOUSE OF REPRESENTATIVES

Boston, MA

#### Staff Director, Committee on State Administration

- Oversaw legislative and constituent service staff.
- Drafted legislation, speeches, and position papers for Rep. David B. Cohen.
- Organized, scheduled, and coordinated committee hearings.

#### Committee Counsel

- Counsel to Bills in Third Reading; Banks and Banking; and Science and Technology committees.
- Staff Counsel to Rep. David B. Cohen during his term as Assistant Vice-Chair of the Committee on Ways and Means.
- Reviewed and drafted legislation, testimony, and speeches.
- Organized, scheduled, and coordinated committee hearings.

1988-1989

### HONORABLE ALBERT LEE STEPHENS, JR

Los Angeles, CA

**Sanford M. Pooler**

Page 2 of 2

**Law Clerk to Federal District Court Judge sitting by designation on the 9<sup>th</sup> Circuit**

- Researched and drafted appellate opinions.

1980-1985	<b>MASSACHUSETTS PUBLIC INTEREST RESEARCH GROUP &amp; FUND FOR PUBLIC INTEREST RESEARCH</b> <b>Co-coordinator, Public Interest Lobby</b> <ul style="list-style-type: none"><li>• Organized MASSPIRG members in a grassroots lobbying program around environmental issues.</li></ul> <b>Director, Telephone Solicitation Project</b> <ul style="list-style-type: none"><li>• Created and directed telephone fundraising project.</li></ul> <b>National Director, Canvass Program</b> <ul style="list-style-type: none"><li>• Developed and directed door to door canvass for MASSPIRG and PIRGs in 10 states.</li></ul>	Boston, MA & Nationwide
<b>Education</b>	<b>HARVARD UNIVERSITY, John F. Kennedy School of Government</b> <b>Master in Public Administration, June 1998</b>	Cambridge, MA
	<b>UNIVERSITY of CALIFORNIA at LOS ANGELES</b> <b>SCHOOL of LAW</b> <b>Juris Doctor, June 1988</b> , Order of the Coif (Top 10% of class)	Los Angeles, CA
	<b>DARTMOUTH COLLEGE</b> <b>A.B. , with Distinction in History, June 1979</b>	Hanover, NH

**Additional Information**

- **California and Massachusetts Bars**, admitted 1988 to present.
- **Massachusetts Government Finance Officers Association**, Board member 2004 to 2009, President 2007-08.
- **Massachusetts Municipal Managers Association**, Member.



## **Town of Arlington, Massachusetts**

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### **Presentation: Scenic Byway Signage**

#### **Summary:**

Clarissa Rowe & Ted Fields

#### **ATTACHMENTS:**

Type	File Name	Description
<input checked="" type="checkbox"/> Reference Material	Scenic_Byway_Signs.pdf	Battle Road Byway reference



# THE BATTLE ROAD BYWAY

THE ROAD TO REVOLUTIONS

IDENTITY STANDARDS **2015**

## IDENTITY STANDARDS 2015

A strong brand comes from consistent adherence to The Battle Road Byway's values in everything we do—from the way we speak about our history, to the way we treat our visitors and employees, and to our dealings with the community at large. It also comes from strict adherence to the design components of the brand. These components are the "face" of The Battle Road Byway (BRB).

The identity standards in this book will enable you to maintain the integrity of the BRB brand across all communications. We've included specifications for the use of our logo, and color palette as well as applications for a reference of how the logo can be used.

Please adhere to these standards consistently. By doing so, you will be reinforcing BRB's brand and helping us grow.

### DESIGN CRITERIA

- Modern, minimal and bold
- Historic, patriotic, traditional and colonial
- Evocative of History but not limited too
- Colors: Red, Black and white feels like Minutemen
- Crossing Bridges
- No guns
- Works across all media

### PRIMARY LOGO

The Battle Road Byway's logo is a unique mark consisting of both type and an icon. This visual identifier is the core of the BRB brand and serves as the primary branding element used on all communications. The logo may be scaled as a unit but not altered.

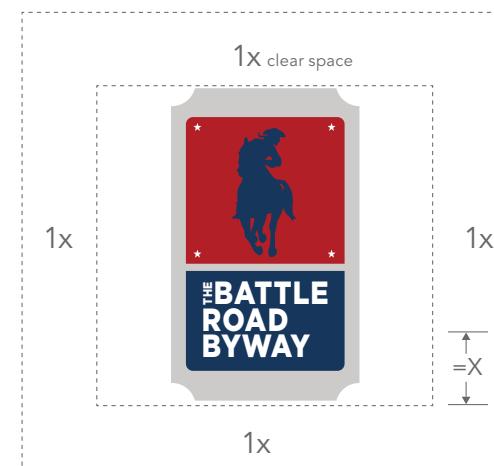


THE ROAD TO REVOLUTIONS

← tagline

### CLEAR SPACE

To ensure the integrity of the logo, we surround it with clear space. This clear space should never be encroached on by typography, imagery or any elements. The following shows the minimum amount of clear space that should surround the logo. This distance is determined by the logo letter height (x). The clear space also defines the minimum distance the logo should appear from the edge of the media.



## LOGO VARIATIONS

To give flexibility across select media, The Battle Road Byway's has both a horizontal and vertical variations.



V1 (primary)



V2 (secondary)

## ONE COLOR LOGO (INVERSED)

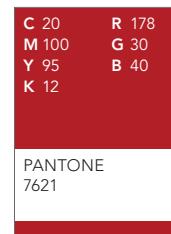


ONE COLOR LOGO



## COLOR PALETTE

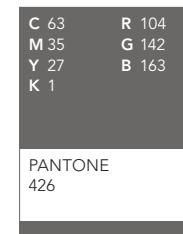
Color is a vital aspect of The Battle Road Byway's visual vocabulary. It connotes power, evokes emotion and establishes overall brand uniformity. BRB's family of colors should be used consistently in all communications. The visual appearance of these colors will vary slightly when used in different media and surfaces. We have provided basic color formulas below as a guide.



PANTONE 7621



PANTONE 288



PANTONE 426

Revolution Red

Battle Blue

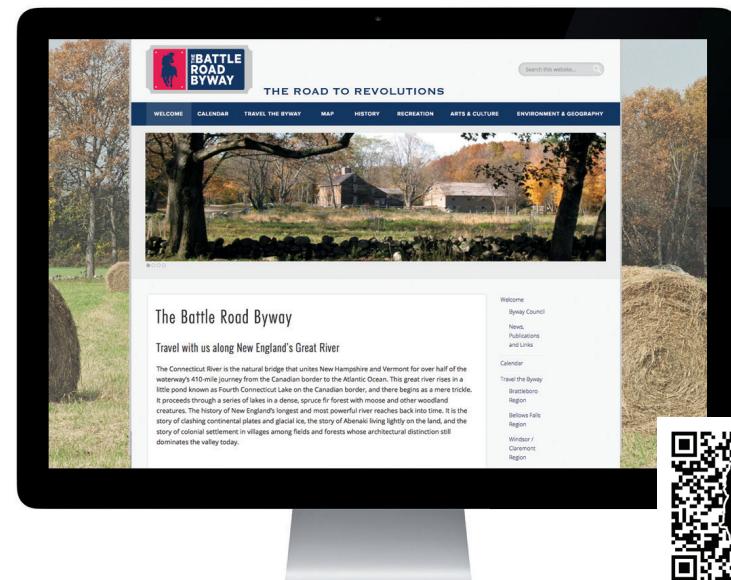
## LOGO OPTIONS (TOWN SPECIFIC) IN PROGRESS (PHASE II)



## APPLICATIONS



## APPLICATIONS





**QUESTIONS?** Please contact

Clarissa Rowe

[crowe@brownrowe.com](mailto:crowe@brownrowe.com)

617-542-8552

*created by:*



**Selbert Perkins Design**

5 Water Street, Arlington MA 02476  
781.574.6605 [selbertperkins.com](http://selbertperkins.com)



## **Town of Arlington, Massachusetts**

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**Minutes of Meetings: December 7, 2015**

**ATTACHMENTS:**

Type	File Name	Description
❑ Reference Material	12.7.15_draft_minutes.docx	Draft minutes 12.07.15

TOWN OF ARLINGTON  
BOARD OF SELECTMEN

Meeting Minutes  
Monday, December 7, 2015  
7:15 PM

Present: Mr. Greeley, Chair, Mrs. Mahon, Vice Chair, Mr. Dunn, Mr. Curro, Jr. and Mr. Byrne  
Also Present: Mr. Chapdelaine, Mr. Heim and Mrs. Krepelka

**CONSENT AGENDA**

1. Minutes of Meetings: November 9, 2015, November 23, 2015  
Mr. Byrne moved approval. SO VOTED (5-0)

**PUBLIC HEARINGS**

2. 7:30 pm Discussion and Vote: Property Tax Classification - Tax Rate  
Paul Tierney, Assessor  
Mr. Paul Tierney, Director of Assessment, reported on behalf of the Board of Assessors to continue to tax residents and businesses at a single tax rate. The new rate will be \$12.80 for every \$1,000 of property value for fiscal year 2016. The Board of Selectmen unanimously voted a residential factor of 1, citing the hardship if they went to a two-tier tax rate on the small amount of commercial/industrial properties  
Mr. Curro moved approval. SO VOTED (5-0)

Mr. Gordon Jamieson, 163 Scituate Street, a member of Vision 2020 Task Force thanked the Board of Assessors for all their work and assistance in answering all his questions this year.

**APPOINTMENTS**

3. Arlington Cultural Council  
Sherry A. Greene  
(term to expire 11/30/2018)  
Mr. Curro moved approval. SO VOTED (5-0)

4. Arlington Tree Committee  
John Ellis  
(term to expire 11/30/2018)  
Mr. Dunn moved approval. SO VOTED (5-0)

## **LICENSES & PERMITS**

5. Request: Menotomy Grill & Tavern Late Night Event, 12/31/15-1/1/16  
William A. Lyons, Owner, Menotomy Grill & Tavern, 25 Massachusetts Ave.  
Mrs. Mahon moved approval subject to all conditions as set forth. SO VOTED (5-0)

6. Hearing: Potential Chapter 138, Section 69 Violation  
Douglas W. Heim, Town Counsel

Town Counsel Heim opened the hearing by stating the Board must examine whether or not Common Ground violated the terms of its alcohol license by serving alcoholic beverages to an intoxicated person in violation of G.L. c. 138 Subsection 69 and 204 C.M.R. 2.05 (2) on or about December 31, 2014. The Selectmen serve as the liquor licensing authority for the Town and must rule on the alleged violations, violations which Common Ground through its counsel and owner denies.

After Town Counsel summarized the evidence, Attorney for Common Ground, John Leone, and Bob O'Guin, Jr., owner of Common Ground, presented their defense, denying that a customer had been over served, and arguing among other things that said customer was only served five drinks throughout the afternoon and evening in question with food. Nonetheless, Attorney Leone represented that his client acknowledged and appreciated many of the concerns expressed by members of the Board and the Police Department.

Following discussion among and questions from the Selectmen, the Board approved a recommendation from Town Counsel Heim to suspend Common Ground's liquor license for three (3) days to be served consecutively, with a further fourteen (14) day suspension held in abeyance for one year (meaning that any violation whatsoever in the next calendar year would result in an automatic two-week suspension). The Board also imposed a one-year prohibition on requesting single-day extended hours for events, and Common Ground stipulated to policy and practice changes as well as a training measures for its staff. Town Counsel noted that penalties for over service are hard to compare, but that many first violations result in only a warning and that Common Ground has no previous record of violations. .

Mr. Greeley stated that this is by far the most serious punishment we've handed out in his twenty-seven (27) years on the Board of Selectmen.

Selectman Curro stated he was grieved by the entire situation because a death occurred and said that the punishment must reflect the severity of the accident.

Mrs. Mahon asked for harsher penalties including a five (5) day suspension of the liquor license. Mrs. Mahon was not satisfied with a number of answers to her questions to Common Ground, and her reasoning was that this offense was more grave than a simpler alcohol violation that usually merits a three -day suspension. Mrs. Mahon asked Mr. O'Quinn for a copy of his old and new Uniform Policy. Also, she would like a signed copy of Common Ground's Alcohol Service Policy.

Mr. Dunn moved approval, seconded by Mr. Byrne.

SO VOTED (4-1)

Mrs. Mahon voted in the negative.

## **CITIZENS OPEN FORUM - SIGN IN PRIOR TO BEGINNING OF OPEN FORUM**

Except in unusual circumstances, any matter presented for consideration of the Board shall neither be acted upon, nor a decision made the night of the presentation in accordance with the policy under which the Open Forum was established. It should be noted that there is a three minute time limit to present a concern or request.

Gary Tibbetts, 15 University Road, owner of Tibbetts Landscaping, Robert Lalicata, 151 Ridge Street, owner of Lalicata Landscaping and William Downing, 24 Fabyan Street, owner of Downing Landscape Services, Inc. appeared before the Board regarding the Jason Street truck exclusion.. They would like the Town to increase the weight of truck exclusion to 45,000 lbs in order for them to continue to do business in the Jason Street area. They feel that all the signs installed in that area should be consistent.

Mr. Chapdelaine stated he would talk to TAC and get more clarity on this matter. Mr. Byrne stated the exclusions shall not apply to heavy commercial vehicles going to or coming from places upon said streets for the purpose of making deliveries of goods, materials or merchandise to or similar collections from abutting land or buildings or adjacent streets or ways to which access cannot otherwise be gained.

## **TRAFFIC RULES & ORDERS / OTHER BUSINESS**

7. For Approval: Arlington Bicycle Advisory Committee

- a) Letter of Support for SD273 and HD2137, Act to Protect Vulnerable Road Use and SD284 and HD2130, Act to Protect Bicyclists in the Bike Lane.

Mr. Dunn moved approval to send letter of support for SD273, Act to Protect Vulnerable Road Use. SO VOTED (5-0)

Mr. Dunn moved approval to send letter of support for SD284 and HD 2130, Act to Protect Bicyclists in the Bike Lane. SO VOTED (5-0)

- b) Support for Rails-to Trails Sign Program  
Christopher Tonkin, Chair, ABAC

Mr. Byrne moved approval. SO VOTED (5-0)

8. Discussion and Approval: Revisions to Selectmen's Handbook Chapters 1 and 6

Douglas W. Heim, Town Counsel

Mr. Greeley thanked the Committee consisting of Mary Ann Sullivan, Office Manager Board of Selectmen's Office, Town Counsel Heim, Selectman Steven Byrne, Eve Margolis, Town Manager's Office and Selectman Greeley. Mr. Greeley stated that the Draft will be ready for the December 21st meeting.

Mrs. Mahon moved approval. SO VOTED (5-0)

9. Discussion and Vote: Minuteman Regional Agreement

Daniel J. Dunn, Selectmen

Mr. Dunn stated that he has spent the last two months working to find an answer to the question "what will get you to yes" from representatives from the 16 towns as they reconsider a regional agreement proposed in 2014. Mr. Dunn stated the new agreement, which shifts the division of capital costs as well as the voting power on the regional school committee is necessary for his fellow selectmen. Mr. Dunn stated Arlington needs a regional agreement before we support the building.

Mr. Dunn also stated that at a December 2nd meeting at Weston Town Hall, Selectmen representing the 16 members towns found agreement in principle on how to proceed with the governance of the district. If the Selectmen can convince their own boards of Selectmen to call for a Special Town Meeting in February, then voters will be able to decide if they can support this new proposed regional agreement. Mr. Dunn stated that many in the towns believe a new regional agreement would end years of conflict between the towns, as well as allow towns that want out of the district to leave, creating the opportunity for new towns to join and increase the odds that the proposed new high school will go forward.

The Board thanked Mr. Dunn for all the work he has done in trying to solve the problems with Minuteman.

Mr. Dunn moved approval, seconded by Mr. Curro.

SO VOTED (5-0)

**CORRESPONDENCE RECEIVED**

Letter of Map Revision

Luis Rodriguez, P.E., Chief

FEMA, Engineering Management Branch

Federal Insurance and Mitigation Administration

Requesting Safety Audit at Intersection of Appleton Street and Park Avenue

Jen Cardillo, 147 Park Avenue

Mrs. Mahon asked that Ms. Cardillo's letter be referred to the Town Manager for review and recommendations by the Police Department. SO VOTED (5-0)

Town Manager: Notice of Vacation "Buy Back"

Adam W. Chapdelaine, Town Manager

Mrs. Mahon moved receipt of "Correspondence Received".

SO VOTED (5-0)

**NEW BUSINESS**

Town Counsel Heim stated that Mass Housing sent a project eligibility letter for the Mugar/Oak Tree project. He and Jonathan Whitten, Special Counsel will audit all of our

options.

Town Manager Chapdelaine announced the untimely death of long time Public Works Dept. employee, Scott Enright. The wake is Wednesday 4 - 8 p.m and funeral will be Thursday morning at 11:00 a.m. Scottie will be greatly missed by all.

Mr. Chapdelaine stated he attended a "Food Link" reception before the meeting tonight. and they are to be congratulated for all their good work.

Mr. Chapdelaine stated he will be attending an MBTA meeting on Wednesday, December 9th regarding Fiscal Control. They will be discussing the Green Line Extension continuing to Route 16 - Somerville and Medford.

Town Manager Chapdelaine stated the bill proposed by Governor Charles Baker aimed at streamlining state oversight of municipalities would help towns conduct business more easily. This bill would lift the cap on the number of liquor licenses towns and cities can give out so they don't have to ask the Legislature for approval for new permits.

Ms. Mahon stated that Arlington High/Arlington Catholic game was a great way to start the Thanksgiving Holiday. It was the first year the Bob Geribo Memorial Thanksgiving Award was given out to Arlington High School.

Mrs. Mahon attended the first School Enrollment Meeting held in the Lyon Hearing Room on Monday, November 30th. The Town Manager was named Chairman of said committee and they will be meeting on December 9th and December 22nd.

Mr. Curro stated that a public meeting will be held on Thursday, January 7, 2016 at 7:00 p.m. in the Town Hall Auditorium regarding school enrollment for elementary schools. Ms. Jennifer Susse, Community Relations Chair will be conducting the meeting. All parents and residents are encouraged to attend.

Mr. Curro stated that on Wednesday, December 3rd, he attended the meeting at Milton High School along with Congressman Lynch and Representatives Clark and Capuano. Representatives from Senator Markey's office and Senator Warren's office were also present. This meeting was arranged by the FAA and Massport due to all the complaints of noise as a result of the implementation of the RNAV system. There were many heated comments made and after several hours of discussion, FAA and Massport were made to understand in the strongest terms the need to change plane routes to give relief to our communities."

Mr. Curro stated that the Arlington Public Art Youth Initiative would be installing 30 banners (10 Heights - 10 Arlington Center - 10 East Arlington) during the month of April and May. This initiative will be funded by Thomas Hartl and family in memory of their daughter, an Arlington High School student.

Mr. Greeley stated he attended the First Lights Festival on Friday, December 3rd, sponsored by the Arlington Chamber of Commerce and local businesses. He stated it was well-attended and he was very impressed with all the work that was done by the Chamber.

He also reminded everyone to Shop Local and remember there is free parking every Saturday through December.

Mrs. Mahon moved to adjourn at 9:50 p.m.

SO VOTED (5-0)

A true record: Attest

Marie A. Krepelka  
Board Administrator

12/7/15

Agenda Item	Documents Used
1.	Draft 11.9.15 Minutes and Draft 11.23.15 Minutes
2.	Vote: Property Tax Classification- Tax Rate
3.	Appt. Arlington Cultural Council, Ms. Sherry Greene - term expires 11/30/2016
4.	Appt. Tree Committee - John Ellis - term expires 11/30/2018
5.	Request - Menotomy Grill & Tavern Late Night Event, 12/31/15-1/1/16
6.	Town Counsel Memo - Alcohol Hearing on Common Ground
7.	Request from ABAC regarding Bills in Legislature/ Draft Letter of Support/ Rails to Trails Sign Program
8.	Discussion and Approval - Revisions to Selectmen's Handbook Chapters 1 and
9.	Discussion and Vote: Minuteman Regional Agreement
Corr. Rec'd	Reference from FEMA / Letter of Map Revision Cardillo e-mail/ Safety Audit at Intersection of Appleton Street and Park Avenue Memorandum to Board from Town Manager - Notice of Vacation "Buy Back"



## Town of Arlington, Massachusetts

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### Reappointments: Transportation Advisory Committee

**Summary:**

Melissa Laube  
Scott Smith  
(terms to expire 12/31/2019)

**ATTACHMENTS:**

Type	File Name	Description
<input checked="" type="checkbox"/> Reference Material	TAC_reappointments_12.15.pdf	TAC request to reappoint, Meeting notices to Laube and Smith



## **TRANSPORTATION ADVISORY COMMITTEE**

Arlington Planning Department, 730 Mass Ave,  
Arlington MA, c/o Laura Wiener

**To:** Kevin Greeley, Chair, Board of Selectmen, Arlington, MA

**From:** Transportation Advisory Committee (TAC)

**Subject:** Member Reappointments

**Date:** December 15, 2015

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This is to request reappointment of Scott Smith and Melissa Laube to new four-year terms as members of the Transportation Advisory Committee. Their existing terms expire on December 31, 2015.

Scott Smith is currently the longest serving member of the committee and provides very important institutional memory to the committee's deliberations in addition to his professional expertise in the area of transportation planning. He represents precincts 1-7.

Melissa Laube is a newer member of the committee who also provides professional experience and expertise in transportation planning. She has been a valuable addition to the committee and represents precincts 8-14.

Respectfully submitted,

Howard Muise – TAC Chair

### **Transportation Advisory Committee Members:**

Wayne Chouinard, Seth Federspiel, John Hurd, Melissa Laube, Jeff Maxtutis, Marjorie Moores, Howard Muise,

Officer Corey Rateau, Jeanette Rebecchi, Scott Smith, and Laura Wiener

Web site; [www.arlingtonma.gov/tac](http://www.arlingtonma.gov/tac)

## OFFICE OF THE BOARD OF SELECTMEN

KEVIN F. GREELEY, CHAIR  
DIANE M. MAHON, VICE CHAIR  
DANIEL J. DUNN  
STEVEN M. BYRNE  
JOSEPH A. CURRO, JR.



730 MASSACHUSETTS AVENUE  
TELEPHONE  
781-316-3020  
781-316-3029 FAX

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

December 16, 2015

Melissa Laube  
27 Langley Road  
Arlington, MA 02474

Re: Reappointment: Transportation Advisory Committee

Dear Ms. Laube:

Please be advised that the Board of Selectmen will be discussing your reappointment to the above-named at their meeting to be held on Monday, December 21st at 6:00 p.m. in the Selectmen's Chambers, Town Hall, 2<sup>nd</sup> Floor. It is not a requirement that you attend the meeting.

Very truly yours,  
BOARD OF SELECTMEN

*Marie A. Krepelka*  
Marie A. Krepelka  
Board Administrator

MAK:fr

## OFFICE OF THE BOARD OF SELECTMEN

KEVIN F. GREELEY, CHAIR  
DIANE M. MAHON, VICE CHAIR  
DANIEL J. DUNN  
STEVEN M. BYRNE  
JOSEPH A. CURRO, JR.



730 MASSACHUSETTS AVENUE  
TELEPHONE  
781-316-3020  
781-316-3029 FAX

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

December 16, 2015

Scott Smith  
39 Amherst Street  
Arlington, MA 02474

Re: Reappointment: Transportation Advisory Committee

Dear Mr. Smith:

Please be advised that the Board of Selectmen will be discussing your reappointment to the above-named at their meeting to be held on Monday, December 21st at 6:00 p.m. in the Selectmen's Chambers, Town Hall, 2<sup>nd</sup> Floor. It is not a requirement that you attend the meeting.

Very truly yours,  
BOARD OF SELECTMEN

A handwritten signature in black ink that appears to read "Marie A. Krepelka".

Marie A. Krepelka  
Board Administrator

MAK:fr



## Town of Arlington, Massachusetts

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### License Renewals

#### **Summary:**

Contractor/Drainlayer  
Wine & Malt Beverages Only Restaurant  
All Alcohol Restaurant  
All Alcohol Club  
All Alcohol Package Store  
Theatre License  
Common Victualler  
Food Vendor  
Class I  
Class II  
Class II Non-Premise/Auctioneer  
Lodging Houses/Inn-Keepers  
Public Entertainment  
Automatic Amusement  
Second Hand Dealer

#### **ATTACHMENTS:**

Type	File Name	Description
<input checked="" type="checkbox"/> Reference Material	License_Renewals_12.2015.pdf	Annual Renewal Info



Engineering Division

**TOWN OF ARLINGTON**  
**DEPARTMENT OF PUBLIC WORKS**  
51 GROVE STREET  
ARLINGTON, MA 02476

Phone: 781-316-3320  
Fax: 781-316-3281

**To:** Fran Reidy, Town of Arlington Selectmen's Office  
**Date:** Monday, December 14, 2015

**RE:** 2016 Town of Arlington Approved Contractor/Drainlayer Renewals

Fran,

As requested, the Engineering Division has reviewed the 2016 Contractor/Drainlayer Renewal List that was provided to us (attached). Based on our review, I can confirm that all listed contractors are in good standing with the Engineering Division. At this time, we recommend approval of these pending Approved Contractor/Drainlayer renewals.

If you have any specific questions and/or concerns regarding permitting, please feel free to contact me directly at [kpkelley@town.arlington.ma.us](mailto:kpkelley@town.arlington.ma.us) or 781-316-3386.

Thank You,

A handwritten signature in black ink that reads "K. Kelley".

Kurt P. Kelley  
Senior Engineer

## OFFICE OF THE BOARD OF SELECTMEN

KEVIN F. GREELEY, CHAIR  
DIANE M. MAHON, VICE CHAIR  
DANIEL J. DUNN  
STEVEN M. BYRNE  
JOSEPH A. CURRO, JR.



730 MASSACHUSETTS AVENUE  
TELEPHONE  
781-316-3020  
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TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

### **Contractor/Drainlayer Renewals 2016**

A. Cardillo & Sons, Inc.  
A & D Services Inc.  
Anthony P. Flowers & Son, LLC  
Arlex Oil Corp.  
Black Diamond Landscapes, Inc.  
Bond Bros. Inc.  
Borges Sewer & Drain  
Bradley Co.  
BSI Engineering Inc.  
C.M. Conway Construction Inc.  
Capitol Services LLC  
Caruso Corporation  
Charles Doherty  
Crescent Plumbing & Drain  
D. Muzzioli Associates, Inc.  
David Santo General Cont.  
E.B. Rotondi & Sons, Inc.  
Express Excavation, Inc.  
FE French Construction, Inc.  
G. Gullage Excavating, LLC  
G.W. Gately Inc.  
Gallup Landscape Co., Inc.  
Guido Vittiglio, Inc.  
Hydra Tech, Inc.  
InSite Contracting, Inc.  
J. Derenzo Co.  
J.H. Lynch & Sons, Inc.  
JNJ Saccia, Inc.  
James M. McLaughlin, Inc.  
Jason Anthony Corp.  
Joseph P. Cardillo & Sons, Inc.

K.B. Aruda Construction, Inc.  
Lalicata Landscape Products, Inc.  
Lazaro Paving Corporation  
M. DelVecchio Construction, Inc.  
MDR Construction Inc.  
Mathias Corporation  
McDougall Bros. Enterprises, LLC  
Metro Paving  
Middlesex Site Prep Co., Inc.  
Mirra Company Inc.  
Mitchell Associates Construction Corporation  
N. Sacca & Sons, Inc.  
NPD Construction  
Oliver Enterprises, Inc.  
Pave Tech LLC  
Pecora Contracting Co., Inc.  
R.A. Deprimeo Paving  
Ralph Surianello Inc.  
Reading Asphalt Co., Inc.  
Scire Construction Corporation  
Sean Farrell Excavation, Inc.  
Thomas J. Caccavaro  
US Pavement Services Inc.  
Vanaria Bros. Inc.  
Vanaria & Sons Site Development, Inc.  
Woolard Contracting, Inc.

## INSPECTIONS SUMMARY REPORT-2016 ANNUAL RENEWALS

Wine & Malt Beverages Only Restaurant  
All Alcohol Restaurant  
All Alcohol Club  
Theatre License  
All Alcohol Package Store  
Common Victualler  
Food Vendor  
Class I  
Class II  
Class II Non-Premise/Auctioneer  
Lodging Houses/Inn-Keepers  
Public Entertainment  
Automatic Amusement  
Second Hand Dealer

The following Departments have **no objections** to the issuance of said license:

- Police          X
- Fire          X
- Building      X
- BOH          X
- Planning      X

The following Departments have **objections** to the issuance of said license:  
(see attached comments)

- Police        \_\_\_\_\_
- Fire        \_\_\_\_\_
- Building    \_\_\_\_\_
- BOH        \_\_\_\_\_
- Planning    \_\_\_\_\_



Town of Arlington  
Department of Health and Human Services  
Office of the Board of Health

27 Maple Street  
Arlington, MA 02476

Tel: (781) 316-3170  
Fax: (781) 316-3175

To: Board of Selectmen  
From: Natasha Waden, Health Compliance Officer  
Date: December 17, 2015  
RE: 2016 Annual License Renewals / Health Department Comments

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Upon review of the Annual License Renewal's, the Health Department has the following comments:

- Health Department records indicate the Owner of Olympic Pizza is Thomas Vakalfotis, as opposed to Ashok Kumar who is listed on the Common Victualler License;
- Health Department records indicate the Owner of Sabatino's Italian Kitchen is Zaher Hammond, as opposed to Sameuel Iweis who is listed on the Common Victualler License.
- Health Department records indicate Yummy's, located at 474 Mass Ave has closed indefinitely.
- Health Department records indicate Sweet Haven, located at 460 Mass Ave has closed indefinitely.

**Arlington Fire Department  
Town of Arlington**

**Fire Prevention Division**

411 Mass Ave., Arlington, MA 02474  
Phone: (781) 316-3803 Fax: (781) 316-3808  
Email: [jkelly@town.arlington.ma.us](mailto:jkelly@town.arlington.ma.us)

*John Kelly  
Deputy Chief  
Operations*

To: Mary Ann Sullivan, Selectmen's Office  
From: Deputy Chief John Kelly  
Date: December 16, 2015  
Subject: Annual Review of Licenses for Renewal

The following occupancy types were inspected by the Arlington Fire Department from April 2015 to December 2015. We did not find any conditions that warrant non-issuance of license and certificate of occupancy.

1. Class I Auto Dealer
2. Class II Auto Dealer
3. Class II Auctioneer
4. Lodging House/Inn Holder
5. Food Vendor
6. Common Victualler
7. Theatre License
8. Public Entertainment
9. Secondhand Dealers
10. Automatic Amusement
11. All Alcohol Package Store
12. All Alcohol Restaurant
13. Wine & Malt Beverages Only
14. All Alcohol Club



Town of Arlington  
Inspectional Services Department  
51 Grove Street  
Arlington, Massachusetts 02476  
781-316-3390  
[www.town.arlington.ma.us](http://www.town.arlington.ma.us)

**12/16/2015**

The Inspectional Services Department has no objection to the issuance of the attached licenses:

Wine and Malt Beverages Only Restaurant  
All Alcohol Restaurants  
All Alcohol Club  
All Alcohol Package Store  
Common Victualler  
Food Vendor  
Class I  
Class II and Non-Premise Wholesale  
Lodging Houses  
Public Entertainment  
Automatic Amusement  
Second Hand Dealer  
Theatre License

Michael F. Byrne  
Director of Inspectional Services

# OFFICE OF THE BOARD OF SELECTMEN



TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

## MEMORANDUM

To: Mary Ann Sullivan, Selectmen's Office  
From: Planning & Community Development Department  
Date: December 15, 2015  
Subject: Annual Review of Licenses for Renewal 2016

Enclosed please find a list of License Renewals. The Board of Selectmen wants to minimize the number of conditions that need to be placed on renewed licenses. Please report back on licensees that do not meet your requirements and/or have problems associated with your departments. Thank-you.

Please report back to the office of the Board of Selectmen regarding the following licenses by the date listed below-thanks:

**December 16, 2015**  
Automatic Amusement  
Food Vendor – *Right Spot, Sweet Haven are CLOSED*  
Common Victualler – *Digham's, Frozland, Zocalo is CLOSED*  
All Alcohol Package Store  
All Alcohol Restaurant  
Wine & Malt Beverages Only Restaurant - *Zocalo is CLOSED*  
All Alcohol Club  
Theatre License  
Class I Auto Dealer  
Class II Auto Dealer  
Class II Auctioneer  
Lodging House/Inn Holder  
Public Entertainment – *Zocalo is CLOSED*  
Secondhand Dealers – *Salvage is CLOSED*

**From:** "Ed DeFrancisco" <EDeFrancisco@town.arlington.ma.us>  
**To:** "MaryAnn Sullivan" <MSullivan@town.arlington.ma.us>  
**Date:** 12/15/2015 02:49 PM  
**Subject:** Re: Reminder: License Renewal Inspections

---

Hi Mary Ann, there has been no license issues with any of the businesses this year that your not already aware of.

Thanks  
Ted

*Inspector DeFrancisco  
Criminal Investigations Bureau  
Arlington PD  
781-316-3948*

-----Original Message-----

From: "MaryAnn Sullivan" <MSullivan@town.arlington.ma.us>  
To: "Natasha Waden" <NWaden@town.arlington.ma.us>, "Jim Feeney" <JFeeney@town.arlington.ma.us>, "Mike Byrne" <MByrne@town.arlington.ma.us>, "Ed DeFrancisco" <EDeFrancisco@town.arlington.ma.us>, "John Kelly (Fire Dept)" <JKelly@town.arlington.ma.us>, "Laura Wiener" <LWiener@town.arlington.ma.us>, "Ted Fields" <TFields@town.arlington.ma.us>, "Stephen Gilligan" <sgilligan@town.arlington.ma.us>  
Date: Mon, 14 Dec 2015 16:21:50 -0500  
Subject: Reminder: License Renewal Inspections

Hello All,  
Inspection reports are due by this Wednesday, December 16th for license renewals.  
Thanks, Mary Ann

Mary Ann Sullivan  
Town of Arlington  
Selectmen's Office  
(781) 316-3024  
(781) 316-3029 FAX

-----Original Message-----

From: "MaryAnn Sullivan" <MSullivan@town.arlington.ma.us>  
To: "Natasha Waden" <NWaden@town.arlington.ma.us>, "Jim Feeney" <JFeeney@town.arlington.ma.us>, "Mike Byrne" <MByrne@town.arlington.ma.us>, "Ed DeFrancisco" <EDeFrancisco@town.arlington.ma.us>, "John Kelly (Fire Dept)" <JKelly@town.arlington.ma.us>, "Laura Wiener" <LWiener@town.arlington.ma.us>, "Stephen Gilligan" <sgilligan@town.arlington.ma.us>  
Date: Wed, 18 Nov 2015 16:55:59 -0500  
Subject: License Renewals

Hello All-  
See attached license renewal lists - call if there are any questions. Thanks, Mary Ann

Mary Ann Sullivan

2016  
Wine & Malt Restaurants

NAME	Owner	Manager	ADDRESS	TEL#	LICENCE
Arlington Restaurant & Diner	Themistoklis & Georgios	same	134 Mass. Ave.	646-9266	0030-00017
Artlounge	Helen Galanopoulos	same	1346 Mass. Ave.	617 570-6827	0030-00065
Comeilla's	John Paul Commella	same	202 Mass. Ave.	617 817-7876	0030-00050
La Posada	Magdalena Pizarro	Katrina Vazzquez	1312 Mass. Ave.	781 316-8301	0030-00066
Little Q Pot & Szechuan	Jiamini Ni	Ming Zhu	196 Mass. Ave.	617 773-5888	0030-00049
Mr. Sushi	Hae Hyung Ahn	Daniel Hae Hyung	693 Mass. Ave.	643-4173	0030-00034
Pasha Mediterranean	Halit Candemir	same	669A Mass. Ave.	cell:617 970-	0030-00042
Sabzi	Mehran Khosrowdad	same	352A Mass. Ave.	781 608-7770	0030-00033
Sweet Chili	Veeraded Kridaratikorn	same	470-472 Mass. Ave.	646-2400	0030-00022
Szechuan's Dumpling	Lisa Yee	same	1360 Mass. Ave.	648-8882	0030-00032
Thai E-Sarn	Christopher Rizza	same	1377-1381 Mass. Ave.	617 319-9706	0030-00054
Thai Moon	Pimolmas Khamlue	same	663 Mass. Ave.	646-3334	0030-00040
Toraya	Shinzi Muraki	Robert L. Foster, Jr.	890 Mass. Ave.	641-7477	0030-00024
Za	Peter McCarthy	same	138 Mass. Ave.	316-2334	0030-00028
Zhu's Garden	Bowei Zhu	Stephanie Martinez	166 Mass. Ave.		0030-00015
Zocalo	Amida Amor		203A-B Broadway	643-2299	0030-00037

**2016 LICENSE RENEWALS**

**ALL ALCOHOL  
RESTAURANTS**

NAME	Manager	ADDRESS	TEL#	LICENSE #
Acitron	Prakash Hule	473 Mass. Ave.	781 413-1531	0030-00056
Common Ground	Bob D. O'Guin Jr.	319 Broadway	617 797-9248	0030-00062
Flora Restaurant	Robert Sargent	190-192 Mass. Ave.	781 641-1664	0030-00036
Fusion Taste	Jason Zhen Ye	303A-305 Broadway	781 641-2388	0030-00030
Jimmy's Steer House	Mark Miminos	1111 Mass. Ave.	781 646-4450	0030-00006
Menotomy Grille & Tavern	William Lyons	25 Mass. Ave.	781 643-8335	0030-00062
Not Your Average Joe's	Stephan Silverstein	645 Mass. Ave.	781 643-1666	0030-00025
Punjab Fine Indian Cuisine	Jaspal Pabla	485-487 Mass. Ave.	781 643-0943	0030-00045
Punjabi Tadka	Anil Kumar	444 Mass. Ave.	617 905-5595	0030-00019
Ristorante Olivio	Angelo DiGirolamo	193-201 Mass. Ave.	781 648-2300	0030-00023
Scutra	Cesidra A. Cedrone-	92 Summer St.	781 316-1816	0030-00052
Shanghai Village Asian	Andy Lian	434 - 436 Mass. Ave.	781 646-6897	0030-00011
Sono	Wu Chen	469 Summer St, #3 & #4	617 775-9711	0030-00063
Tango	Ricardo Mermel	464 Mass. Ave.	781 443-9000	0030-00026
Tryst	Paul Turano	689 Mass. Ave.	781 641-2227	0030-000043

**2016 LICENSE  
RENEWALS  
ALL ALCOHOL  
CLUBS**

NAME	MANAGER	ADDRESS	TEL#	License #
Alosta Club, Inc. send to: <a href="mailto:Kathy@leoneclaw.com">Kathy@leoneclaw.com</a>	Thomas Caccavaro	19 Prentiss Road	643-4255	3000009
American Legion Post #39	<b>William McCarthy</b>	370 Mass. Ave.	643-7426	3000001
Arlington Lodge of Elks #1435	Joseph Schanda	56 Pond Lane	648-9868	3000008
Columbus Club, Inc.	Steven Meadows	15 Winslow St.	648-9810	3000010
V.F.W. Post #1775	Philip Mouris	600R Mass. Ave.	648-9832	3000005
Winchester Country Club	Charles Grandon III	468 Mystic St.	729-1181	3000007
WCC Sports Center	Charles Grandon III	468 Mystic St.	729-1181	3000051

**2016 RENEWALS - THEATRE LICENSE**

The Capitol Theatre	Richard Faiman	204 Mass. Ave.	648-4340	3000061
Regent Theatre	Leland Stein	7 Medford St.	617694-6612	

2016 LICENSE RENEWALS AA PACKAGE STORES				
NAME	OWNER	MANAGER	TEL #	LICENSE #
Arlington Liquors Store, Inc. D/B/A Alexander Liquors	Alexander Kushnirsky <a href="mailto:alexboston@hotmail.com">alexboston@hotmail.com</a>	Same	781-641-0111	3000048
Spy Pond Beer & Wine LLC D/B/A Arlington Wine Shop	Sean Galvin <a href="mailto:sean@qileswine.com">sean@qileswine.com</a>	Lawrence P. Venezia	781-646-3500	3000047
Menotomy Beer & Wine, Inc. D/B/A Menotomy Beer & Wine, Inc.	Mary Parent	Mary Parent	781-646-5737	3000046
Mystic Wine Shoppe LLC	Eric Faoila <a href="mailto:efaoila@mysticwineshoppe.com">efaoila@mysticwineshoppe.com</a>	Michael Woodward	781 929-3024	3000060
EPW, LLC	Peter Weissman <a href="mailto:peter.weissman@themeathouse.com">peter.weissman@themeathouse.com</a>	Matt Guessetto	508 982-6880	3000059
Prime, Your Local Butcher				

2016 LICENSE RENEWALS  
COMMON VICTUALLER

				LIC#	# of seats	Sq. ft.	B/W	AA
Acitron Mexican Bistro	Prakash Hule	473	Mass. Ave.	781-777-2839	122	58	1820	yes
Andrina's Pizzeria	Timothy Conners	1060	Mass. Ave.	781-648-4800	84	50	2100	
Arlington House of Pizza	Dimitrios Antonakas & Hany S. Morcos	797	Mass. Ave.	646-5016	76	20	1200	
Arlington Restaurant & Diner	Themistoklis & Georgios Boretos	134	Mass. Ave.	646-9266	66	82	1950	yes
ArtLounge	Bradshaw, Carme, Galanopoulos	1346	Mass. Ave.	617-331-9232	112		2000	yes
Bagels By Us	Richard Khorie/Gerard Karpowicz	787-789	Mass. Ave.	646-2662	123	18		
Bagelville	Sergio Goncalves	1398	Mass. Ave.	617-590-2206	104	64	3500	
Barismo	Jamie Van Schyndel	171	Mass. Ave.	617-852-4330	222	8	1500	
Blue Ribbon	C. Janowski/R. Stoloff	908-912	Mass. Ave.	617-244-2200	68	12	1480	
Brickstone Café	Bedros Kaya	309	Broadway	617417-4813	81	18	1160	
Capri Pizza & Subs	Sotirios Vovolis	1323	Mass. Ave.	646-5440	85	15	800	
Chilly Cow	Brian LaClair	451	Mass. Ave.	781-648-4360	207	18	1450	
Classic Café	Alqi Stefo	1313	Mass. Ave.	646-7871	80	46	840	
Comella's	John Paul Comella	202	Mass. Ave.	617-201-0653	204	19	1250	yes
Common Ground	Bob D. O'Guin Jr.	319	Broadway	617-783-2071	94	196	5266	yes
D'Agostino's	Sam & Frances D'Agostino	1297	Mass. Ave.	646-4949	211			
Digham's	S. Kupelnick/J. Mercer	1328	Mass. Ave.	648-9892	83	28	1245	
Dunkin' Donuts	Sean Sullivan	101	Broadway	643-7742	91	16	1580	

Dunkin' Donuts	Steve Alepede	369	Mass. Ave.	699-6069	79	22	1515	
Dunkin' Donuts	James Allen	1234	Mass. Ave.	648-9681	93	12	2800	
Dunkin' Donuts	James Allen	21	Summer St.	648-9527	92	22	2000	
Elton's Roast Beef & Pizza	Elton Kule	478	Mass. Ave.	646-8900	106	18	600	
Flora	Mary Jo & Robert Sargent	190-192	Mass. Ave.	641-1664	73	110	7650	yes
Fresh Pond Seafood	Martin Hegarty	75	Summer St.	781-777-1784	221	16	1200	
Frozland	S. Ibrahim	882B	Mass. Ave.	781-308-8199	225	20	1300	
Fusion Taste	Jason Zhen Ye	303A-305	Broadway	641-2388	129	60	2400	yes
Gail Ann's Donut Shop	Kiriakos Karageorgiou	10	Medford St.	648-9584	95	14	560	
Great Wok of Arlington	Jian Ming Lin	1181	Mass. Ave.	648-8998	97	12	700	
Homewood Suites, LTD.	Elizabeth Stanton	1	Mass. Ave.	643-7258	101	60	600	
Jimmy's Pizzeria	D. Stathopoulos	1508-1510	Mass. Ave.	646-9100	114	12	941	
Jimmy's Steer House	Mark Mimino, President	1111	Mass. Ave.	646-4450	74	13	640	yes
Kick Stand Café	Emily Sheas/Mark Ostow	594	Mass. Ave.	617-462-6364	86	50	2800	
La Posada	Magdalena Pizzarro	1312	Mass. Ave	316-8300	208	20	1350	
La Victoria Taqueria	Alejandro Barrientos	12	Medford St.	781-859-9082	128	18		
Little Q Hot Pot	Jiamin Ni	196	Mass. Ave	781 488-3755	212	76	2000	yes
Lucky Dragon Restaurant	Shun Kit Wong	14	Medford St.	781-648-8878	203	19	885	
Madrona Tree	Tanya Abraham	315	Broadway	206-409-0803	131	19	1110	
Maria's Pizzeria	Ruzanna Zakaryn	86	Mass. Ave.	648-8011	125	11	650	

Menotomy Grille & Tavern	William Lyons	25	Mass. Ave.	617-257-0651	25	145in/20ou	4500		yes
Mr. Sushi	Hae Hyung Ahn	693	Mass. Ave.	643-4175	136	80	3000	yes	
Northender Italian Kitchen	Eyad Haddadeen	1345	Mass. Ave.	978 235-3989	120	12	650		
Not Your Average Joe's	Stephen Silverstein, President	645	Mass. Ave.	643-1666	64	150	3800	yes	
Olympic Pizza House	Ashok Kumar	173	Mass. Ave.	643-6131	117	12	569		
Papa Gino's*	Stacey Perry mail to: Maria Bushy, 600 Providence Hwy, Dedham, MA 02026	459	Mass. Ave.	648-4570	102	68	2300		
Pasha Turkish Med.	Halit Candemir	669A	Mass. Ave.	781-648-5888	210	19	1300	yes	
Punjab Fine Indian Cuisine	Jaspal S. Pabla	485-487	Mass. Ave.	643-0943	205	150	5406	yes	
Punjabi Tadka	Anhil Kumar	444	Mass. Ave.	617-905-5595	67	50	2248	yes	
Retro Burger	Bill Maund	795	Mass. Ave.	643-6276	77	19			
Ristorante Olivio	Angelo DiGirolamo	193-201	Mass. Ave.	646-9650	60	120	2000	yes	
Sabatino's Italian Kitchen	Samuel Iweis	242	Mass. Ave.	646-4126	111	19	850		
Sabzi	Mehran Khosrowdad	352A	Mass. Ave.	648-2800	134	19	825	yes	
Scuttra	Cesidra A. Cedrone-Baugniet	92	Summer St.	316-1813	63	26	900	yes	
Shanghai Village Asian	Andy Lian	434-436	Mass. Ave.	646-6901	75	107	3000	yes	
Sono	Wu Chen	469	Summer St	617-775-9711	87	50	1807	yes	
Starbucks Coffee Company	Mark Cromett	327	Broadway	641-2893	105	20	1473		
Starbucks Coffee Company	Mark Cromett mail to: Mikki Lingenfelter, 2401 Utah Ave. S., Seattle, WA 98134	1465	Mass. Ave.	646-9366	127	21	1465		
Subway	Anna Gagliardi	669	Mass. Ave.	781-389-5989	223	25	1200		

Sugo Cucina Italiana	Rudy/Josephine Maniscalco	164	Mass. Ave.	648-0005	202	12	900
Sun's Chinese Kitchen	Yong Tan Zheng	90	Lowell St.	648-3388	107	4	850
Sweet Chili	Veeraded Kridaratikorn	470-472	Mass. Ave.	646-2400	61	60	1700 yes
Szechuan's Dumpling	Lisa Yee	1360	Mass. Ave.	617-451-3441	135	70	1350 yes
Tango Restaurant	Ricardo J.M. Mermet	464-466	Mass. Ave.	443-9000	121	48	880 yes
Thai E-Sarn Cuisine	Christopher J. Rizza	1377-1381	Mass. Ave.	648-2223	70	48	1800 yes
Thai Moon	Phantika(Tammy) Cusanno	663	Mass. Ave.	646-3334	65	34	1350 yes
Thailand Café	Xiao Ming Fu	161A	Mass. Ave.	643-0296	119	18	480
THANA Thai Kitchen	BNB Food Corp	882A	Mass. Ave.	617 997-6002	69	22	450
Toraya Restaurant	Shinzi Muraki	890	Mass. Ave.	641-7477	133	19	800 yes
Tryst	Paul Turano	689	Mass. Ave.	641-2227	200	99	3700 yes
Villa House of Pizza	Andreas Dinis	1367-1369	Mass. Ave.	646-0202	109	12	600
Whole Foods	Kate DeMase (manager)	808	Mass. Ave.	781-777-7200	99	30	
Winchester Country Club	Charles Grandon III	468	Mystic St.	729-1181	115	120	yes
Woori	Hyun Jung Ra	9A-9B	Medford St	781-648-8878	138	36	1200 yes
Yummy's	Aneesh Bhambri	474	Mass. Ave.	617-529-6569	62	19	715
Za	Peter McCarthy	138	Mass.Ave.	316-2334	132	87	1400 yes
Zhu Garden	Bowei Zhu	166	Mass. Ave.	917 285-4001	72	50	1500 yes
Zocalo Cocina Mexicana	Armida Amor	203A-B	Broadway	781 643-2299	78	35	1250 yes

\* DIFFERENT MAILING ADDRESSES-NOT LOCAL

**2016 LICENSE RENEWALS**  
**FOOD VENDOR**

NAME	ADDRESS	TEL#
A & A Market	Davinder Sharma	1042 Massachusetts Ave. 643-8175
Anthony's Eastside Deli	Anthony Masci	159 Mass. Ave. 781-648-3465
Arlington Bakery	Arhontoula Mattheos	187 Massachusetts Ave. 781-229-0868
Arlington Café	Adel Ibrahim	475 Summer St. 508-840-6334
Beaujolais Catering	Michael Milan	207A Broadway 646-5408
Boyle's Family Market	Davinder K. Sharma	64 Broadway 646-1188
Broadway Market	Faruk Abdulla & Sabrina Abdulla	94-96 Broadway 483-3636
Dagg's Deli	Musfiqur Rahman	148 Massachusetts Ave. 648-2027
Domino's Pizza	Mohammad Sibai	671 Massachusetts Ave. 643-2300
Easy Convenience	Paresh Patel	935 Massachusetts Ave. 641-9559
Edible Arrangements	Aramis Jordan	342 Massachusetts Ave. 643-7700
Family Injera	Abenet Desta	195A Broadway 648-3705
Fashion Cake Boutique	Roselynn A Garcia	2 Lake Street
Fenway Market	Samir Shaikh	203 Broadway 857266-8154
Galaxy Market	Shaijd Shaikh	1348-1354 Massachusetts Ave. 641-4488
Lakota Bakery	Barbara Veniger	1373-75 Massachusetts Ave. 646-0121
Little Joe's Convenience	Ranbir Rai	206 Summer St. 643-3000

Magic Bites Bakery	Atilla Ozkefeli	916	Massachusetts Ave.	857415-9504
Mass. Convenience	Davinder K. Sharma	85	Warren St.	643-9216
Mass. Convenience	Davinder K. Sharma	245	Massachusetts Ave.	641-3560
My Brother's Place	Emmanuel Stratakis	181	Broadway	646-0110
Quebrada Baking Co.	Kay Kretchmar	208	Massachusetts Ave.	648-0700
Something Sweet without Wheat	Joseph Penney	169	Mass. Ave.	617 590-0588
Sweet Haven	Djamel Ouadani	460	Massachusetts Ave.	857869-7885
Symmes Mini Mart	Raymond Laham	681	Massachusetts Ave.	781 648-9856
The Right Spot	Kevin E. Foreman Sr.	1389	Massachusetts Ave.	781 643-7000
Tiki In	Christopher Mui	165-165A	Massachusetts Ave.	646-4988

**2016 LICENSE RENEWALS**  
**CLASS I AUTO DEALER**

NAME			ADDRESS	TEL#
Commonwealth Cycles d/b/a Greater Boston Motorsports	Ralph Cerundolo	1098	Mass. Ave.	648-1300
Mirak Chevrolet, Inc.	Edward Mirak	1125, 1165	Mass. Ave.	643-8000
Mirak Truck Center	Robert A. Mirak	1151R	Mass. Ave.	641-6812

2016 LICENSE RENEWALS  
CLASS II AUTO DEALER

## 2016 LICENSE RENEWALS LODGING HOUSES

**2016 LICENSE RENEWALS**  
**PUBLIC ENTERTAINMENT**

ESTABLISHMENT	OWNER	ADDRESS	TEL#	Licence #
Acitron Cocina Mexicana	Gotu Hule	473 Massachusetts Ave	781-777-2839	11
Arlington Friends of Drama	James Grana, Pres.	22 Academy St.	781-646-5922	5
Capitol Theatre	Melvin Fraiman	204 Massachusetts Avenue	781-648-4340	1
Flora	Mary Jo Sargent	190-192 Massachusetts Avenue	781 641-1664	9
Fusion Taste	Jason Zen Ye	303A-305 Broadway	781-641-2388	7
Menotomy Grille, LLC	William Lyons	25 Massachusetts Avenue	781-643-8335	2
Regent Theatre	Richard Stavros	7 Medford Street	781-643-4488	8
Ristorante Olivio	Angelo DiGirolamo	201 Massachusetts Avenue	781-648-2300	6
Tango Restaurant	Ricardo Mermel	464-466 Massachusetts Avenue	781-443-9000	4
Zocalo Mexicana	Armida Amor	203A Broadway	781-643-2299	

2016 LICENSE RENEWAL  
AUTO AMUSEMENT

ESTABLISHMENT	MANAGER	ADDRESS	TEL #
American Legion	Bill McCarthy	370 Mass. Ave.	648-9872
VFW	Philip Mouris	600R Mass. Ave.	648-9832
Papa Gino's	Stacey Perry	459 Mass. Ave	648-4570
Arl Lodge of Elks	Joseph Schanda	56 Pond Lane	648-9868
Columbus Club	Steven Meadows	15 Winslow St.	648-5632

**2016 LICENSE RENEWALS**  
**SECOND HAND DEALERS**

NAME	ADDRESS	TEL#
Salvage LTD.	112 Mass. Ave.	617 388-4853
Buzzy's Bazaar	25B Mass. Ave.	305 962-6268



## Town of Arlington, Massachusetts

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### **Request: Common Victualler License**

#### **Summary:**

Ramlul Shanti Group, LLC d/b/a Villa House of Pizza  
Yashud Paudel & Kristina Kumar Khatri

#### **ATTACHMENTS:**

Type	File Name	Description
<input checked="" type="checkbox"/>	Reference Material Ref_Mat_12.21.15_Villa_House_Pizza.pdf	application packet

## LICENSE APPLICATION REPORT

Type of License: Common Victualler License

Name of Applicant: Ramlul Shanti Group, LLC d/ba Villa House of Pizza

Address: 1367 Massachusetts Avenue

The following Departments have no objections to the issuance of said license:

- Police       x
- Fire
- Health
- Building
- Planning

The following Departments have no objections but have made comments or conditions regarding the issuance of said license: (see attached)

- Police
- Fire       x
- Health       x
- Building       x
- Planning       x

The following Departments have objections to the issuance of said license: (see attached)

- Police
- Fire
- Health
- Building
- Planning

**BOARD OF SELECTMEN  
TOWN OF ARLINGTON - INSPECTION REPORT**

Report is due at the Office of the Board of Selectmen by, December 16, 2015  
**ONE REPORT IS REQUIRED FROM EACH DEPARTMENT.**

Location: 1367 Mass. Ave.  
Applicant's Name: Yashud Paudel & Krishna Kumar Khatri, Ramlal Shanti Group, LLC  
D/B/A: Villa House of Pizza  
Telephone: 508 685-7249 email: sudajuly@hotmail.com  
Department: Sent Via E-mail Date: November 25, 2015

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**MEETING DATE: DECEMBER 21, 2015**

Inspected By:

**RE: COMMON VICTUALLER LICENSE**

Police  
Fire  
Board of Health  
Building  
Planning

**INSPECTION REPORT SECTION:**

- *This office is currently reviewing the plan review application that was submitted for Villa House of Pizza. A letter will be sent to the owner outlining the conditions of approval by the end of the week.*
- *Once the plans have been approved and conditions outlined in the approval letter have been met, this office will conduct a final inspection before a permit to operate a food establishment will be issued.*
- *It is the owner's/manager's responsibility to ensure that the establishment complies with 105 CMR 590.000 (1999 Food Code)*

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**APPLICANT SIGNATURE SECTION:**

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Board of Selectmen; furthermore, any work done is done at the applicant's risk.

Applicant's Name:

Date:

**BOARD OF SELECTMEN  
TOWN OF ARLINGTON - INSPECTION REPORT**

Report is due at the Office of the Board of Selectmen by December 14th, 2015  
**ONE REPORT IS REQUIRED FROM EACH DEPARTMENT.**

Location: 1367 Mass. Ave. *Yashud Paudel*  
Applicant's Name: Yashud Paudel & Kristina Kumar Khatri, Ramlal Shanti Group, LLC  
D/B/A: Villa House of Pizza  
Telephone: 508-685-7249  
Department: Sent Via E-mail email: sudajuly@hotmail.com  
Date: December 14, 2015

**MEETING DATE: DECEMBER 21, 2015**

Departments: *Ted Fields 12.14.2015*

**Re: COMMON VICTUALLER LICENSE**

Police  
Fire  
Board of Health  
Building  
Planning

Comments by each Division or Department:

The business proposed for this site is an existing 1,148 square foot pizza restaurant selling pizza, sandwiches and salads for consumption on and off the premises. There is seating for twenty three (23) patrons and no assigned on-street or off-street parking spaces. It is a small enterprise serving the residential neighborhoods around the Arlington Heights business district (B3 zone). It is an appropriate type of business for its location on Massachusetts Avenue in the midst of a village commercial center.

The Dept. of Planning and Community Development has no objection to the issuance of a Common Victualler license as requested.

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Board of Selectmen; furthermore, any work done is done at the applicant's risk.

**APPLICANT SIGNATURE SECTION:**

Applicant's Name:

Date: *16/12/15*

BOARD OF SELECTMEN  
TOWN OF ARLINGTON - INSPECTION REPORT

Report is Due at the office of the Board of Selectmen by,

ONE REPORT IS REQUIRED FROM EACH DEPARTMENT.

Location: 1367 Mass. Ave. *12/15/15*  
Applicants Name: Yashud Paudel & Kristian Kumar Khetri, Ramlal Shanti Group, LLC  
D/B/A: Villa House of Pizza  
Telephone: 508-685-7249  
Department: Sent E-mail

Date: 12/15/2015

Report Filed By: Michael F. Byrne, Director of Inspectional Services  
Arthur F. Rouee, Inspector of Wires  
Kenneth McConnell, Inspector of Plumbing & Gasfitting

Departments:

Re:

COMMON VICTUALLER  
LICENSE

Fire  
Police  
Board of Health  
Building, Wiring, Plumbing

**Building**

All building changes need permits.

All sign changes need approval and sign permit.

Window signs cannot exceed 25% of window or fines will be levied.

Certificate of Occupancy is needed -\$100 fee.

The Director of Inspectional Services has no objection to the issuance/ renewal of this license as the applicant has been made aware of seating capacity and necessity for showing proof of ownership of sidewalk.

**Plumbing**

The Inspector of Plumbing and Gasfitting has no objection to the issuance/ renewal of this license.

All plumbing and Gasfitting work requires that the permits be obtained from this office for their respective trades by licensed contractors.

**Electrical**

The Inspector of Wires has no objection to the issuance/ renewal of this license.

The applicant acknowledges that this is a conditional approval of the premises only and is not to be construed as approval by the Inspector of Wires of concealed electrical wiring. Any new wiring must conform to the Mass. Electrical Code. Notify the Inspector of Wires in accordance with Chapter 143, Section 31.

**APPLICANT SIGNATURE SECTION:**

I have received the above report and knowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Board of Selectmen; furthermore, any work done is done at the applicants risk.

Applicant's Name: *Yashud Paudel*

Date: 16<sup>th</sup> Dec 15

BOARD OF SELECTMEN  
TOWN OF ARLINGTON - INSPECTION REPORT

Report is due at the Office of the Board of Selectmen by, December 16, 2015  
**ONE REPORT IS REQUIRED FROM EACH DEPARTMENT.**

Location: 1367 Mass. Ave. ~~Krishna~~  
Applicant's Name: Yashud Paudel & Krishan Kumar Khatri, Ramulu Shanti Group, LLC  
D/B/A: Villa House of Pizza  
Telephone: 508 685-7249 email: sudajuly@hotmail.com  
Department: Sent Via E-mail Date: November 25, 2015

**MEETING DATE: DECEMBER 21, 2015**

Inspected By:

**RE: COMMON VICTUALLER LICENSE**

Police  
Fire  
Board of Health  
Building  
Planning

**INSPECTION REPORT SECTION:**

Make sure all inspections are correct!

Fire A

Sprinkler (if applicable)

Fire Extinguishers

Kitchen Fire Suppression system

HOOD cleaning

Exitsigns + Emergency Whole Function test

**APPLICANT SIGNATURE SECTION:**

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Board of Selectmen; furthermore, any work done is done at the applicant's risk.

Applicant's Name:

Date: 16th Dec 15

ARLINGTON POLICE DEPARTMENT

Frederick Ryan  
Chief of Police



POLICE HEADQUARTERS  
112 Mystic Street  
Telephone 781-316-3900

*Town of Arlington*  
MASSACHUSETTS 02474

December 2, 2015

On Wednesday, December 2, 2015 at 12:00 PM, I called and spoke with Yashuda Paudel regarding this application for a Common Victualler License for the Villa House of Pizza, located at 1367 Mass. Ave. Ms. Paudel stated that this is going to be her first business opening and is looking forward to it. Ms. Paudel stated that she is opening this business with her brother, Krishna Khatri. Ms. Paudel stated that they will not be serving alcohol in the restaurant. Ms. Paudel stated that she and her brother will be running and working in the restaurant daily.

I advised Ms. Paudel that the Board of Selectmen may be conducting C.O.R.I and S.O.R.I checks during the application process.

Pending the checks conducted by the Board of Selectmen's Office, Arlington Police Dept. is not aware of any law enforcement or public safety reasons to object to the Common Victualler License for the Villa House of Pizza.

Respectfully Submitted,

Detective Edward DeFrancisco

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APPLICANT SIGNATURE SECTION:

Applicant's Name: EDWARD DEFRANCISCO  
Date: 12/02/15

*"Proactive and Proud"*

OFFICE OF THE BOARD OF SELECTMEN

730 Massachusetts Avenue  
Town of Arlington  
Massachusetts 02476-4908

(781) 316-3020  
(781) 316-3029 fax

**\$60.00 Filing Fee**

**APPLICATION**

COMMON VICTUALLER LICENSE

FOOD VENDOR LICENSE (Take Out Only)

You must complete an application packet from the Board of Health Department located at 27 Maple St.

You must have the completed application reviewed by the Inspections Department located at 51 Grove St. before filing this application with this office

Location 1367 Massachusetts Ave Arlington 02476  
Name of Applicant Yashud Pandel, Krishna Kumar Khatri  
Corporate Name (if applicable) Ram Lal Shanti Group, LLC  
D/B/A Villa House of Pizza  
Date 11/9/15

I/We hereby agree to conform in all respects to the conditions governing such License as printed in the By-Laws of the Town, and such other rules and regulations as the Selectmen may establish. With the signing of this application, the applicant acknowledges that:

(A) it is understood that the Board is not required to grant the license.

(B) no work is to commence at the premises of the proposed location which is the subject matter of this application until the license is approved by the Board of Selectmen, and, furthermore, any work done is done at the applicant's risk, and

(C) in the event of a proposed sale of a business requiring a Common Victualler License, an application for a transfer of said license will be deemed to be an application for a new license (subject to the rules and regulations herein contained), and the owner of such business shall be required to file with the Board of Selectmen a thirty day notice of his intention to sell same before such application will be acted upon by the Selectmen.

(D) that the license is subject to revocation if the holder of the license does not comply with Town By-Laws or the Rules and Regulations of the Board.

Signature Name Yashud Pandel

Signature Name OUT

Phone: 508-685-7249 Email: Sudajuly29a@hotmail.com

Note: (A) If a corporation, state full names and addresses of principal officers.

(B) If a co-partnership, information must be provided on each partner; if a corporation, information must be provided on corporate officer making application.

*The Establishment shall operate as:*

Sole Ownership  Partnership  Total Number of Partners  Corporation Based in Massachusetts  
(Once approved, please go to Clerk's Office for Business Certificate)

***Corporate Information Required:***

Manager President Yashoda Paudel 47B Nobadear Rd, Nantucket, MA 02554  
Manager Secretary Krishna Kumar Khatri 47A Nobadear Farm Rd, Nantucket MA  
Treasurer \_\_\_\_\_

## INFORMATION RELATIVE TO APPLICATION

Breakfast \_\_\_\_\_

Yes  No

Lunch \_\_\_\_\_

Yes  No

Dinner \_\_\_\_\_

Yes  No

Do you own the property? Yes  No  Tenant At Will \_\_\_\_\_ Lease 5 years

Hours of Operation:

Day Sun - Mon Hours 11 - 9

Day Tues - Sat Hours 11 - 10

Day \_\_\_\_\_ Hours \_\_\_\_\_

Floor Space 1,048 Sq. Ft. Seating Capacity (if any) 23

Parking Capacity (if any) N/A spaces Number of Employees 4

List Cooking Facilities (and implements)

Villa House of PIZZA, 1367 Mass Ave, Arlington, MA 02476

Will a food scale be in use for sale of items to the public? Yes  No

Will catering services be provided by you? Yes  No

*A copy of the following items must be submitted with the application:*

1. Layout Plan of Facility & Fixtures
2. Site Plan (obtained at Bldg. Dept., 51 Grove St.)
3. Outside Facade and Sign Plan (dimensions, color)
4. Menu
5. Maintenance Program

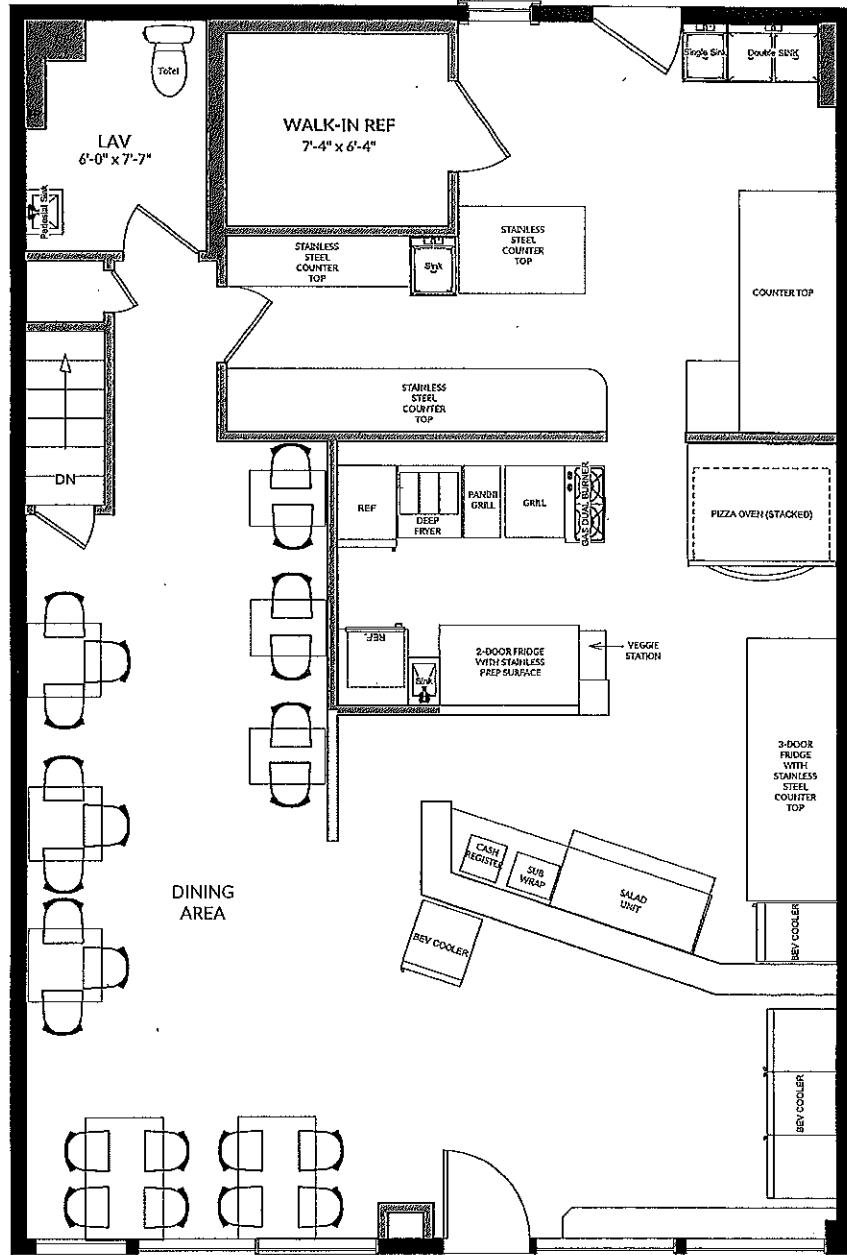
If the facilities are not yet completed, provide estimated cost of work to be done \$ \_\_\_\_\_

### FOR OFFICE USE ONLY

Scheduled Hearing when Application will be presented to Board of Selectmen for approval:

Date \_\_\_\_\_ Time \_\_\_\_\_

Board Action: Approved Yes \_\_\_\_\_ No \_\_\_\_\_



SIDEWALK - MASS AVE.

1148 sq ft

1367 MASSACHUSETTS AVENUE,  
 ARLINGTON, MA 02476

DATE:  
 11/20/2015

SCALE:  
 1/4" - 1'

SHEET:  
 P-1

87,20

7213

434 D

6960

182

6355

1361

2937

1365

5566

9067

N

79.55

AVENUE

SETS

73



HAZTEÑGS, MN  
No. H163  
UPC 10230  
Smead®

## CREATE YOUR OWN PIZZA

	Small 10"	Large 16"
<b>Regular Cheese</b>	7.50	11.25
<b>Gluten Free Regular Cheese</b>	9.00	
<b>Extra Cheese</b>	1.55	2.55
<b>Additional Toppings (each)</b>	1.30	1.55
<b>Premium Toppings (each)</b>	2.05	2.55

### Select Your Toppings:

**Veggies:** Fresh Garlic, Sliced Tomatoes, Green Peppers, Roasted Green Peppers, Onion, Broccoli, Sliced Black Olives, Fresh Mushroom, Banana Peppers

**Meat:** Pepperoni, Salami, Ham, Sliced Italian Sausage, Hamburg, Bacon

**Premium Toppings:** Grilled Chicken, Breaded Chicken, Grilled Shaved Steak, Feta, Pineapple, Eggplant, Anchovies, Fresh Spinach

## GOURMET PIZZAS

	Small 10"	Large 16"
<b>NEW! Ranchero</b>	12.50	19.20
No Red Sauce, Ranch Dressing, Grilled Chicken, Bacon, Onion, Tomatoes		
<b>NEW! BBQ Chicken</b>	11.50	16.95
No Red Sauce, Grilled Chicken, BBQ Sauce & Our Cheese Blend		
<b>NEW! Tomato Pesto</b>	11.70	15.95
No Red Sauce, Basil Pesto, Fresh Tomatoes, Fresh Mozzarella & Our Cheese Blend		
<b>NEW! Margherita</b>	12.80	17.90
Red Sauce, Fresh Mozzarella, Fresh Basil & Fresh Tomatoes		
<b>NEW! Greek</b>	12.80	17.90
Red Sauce, Fresh Spinach, Feta, Fresh Tomatoes & Our Cheese Blend		
<b>Buffalo Chicken</b>	11.50	15.95
Red Sauce, Breaded Chicken Tenders Mixed With Our Buffalo Mild Sauce & Our Cheese Blend		
<b>Vegetarian</b>	12.25	19.00
Fresh Garlic, Tomatoes, Broccoli, Sliced Black Olives, Mushrooms, Onions, Green Peppers		
<b>Villa Special</b>	14.00	19.25
Salami, Ham, Pepperoni, Sausage, Hamburg, Mushroom, Onion & Green Peppers		
<b>Steak Bomb</b>	13.05	19.00
Grilled Shaved Steak, Onions, Roasted Green Peppers & Mushrooms		
<b>Meatlovers</b>	12.25	17.25
Salami, Ham, Pepperoni, Sausage & Hamburg		
<b>White Chicken</b>	11.70	15.85
No Red Sauce, Grilled Chicken, Feta, Onion & Green Peppers		
<b>White</b>	11.25	15.55
No Red Sauce, Fresh Spinach & Feta		

## CREATE YOUR OWN CALZONE

All Calzones Are Made With Our Specialty Cheese Blend

	Small (Serves 1 to 2 People)	Large (Serves 3 to 4 People)
	7.50	11.25
<b>Additional Toppings (each)</b>	1.30	1.55
<b>Additional Premium Toppings (Each)</b>	2.05	2.55
<b>Extra Cheese</b>	1.55	2.55
<b>Extra Sauce</b>	0.75	1.25

### Select Any of Your Favorite Pizza Toppings!

## GOURMET CALZONES

	Small	Large
<b>Italian Cold Cut</b>	9.10	14.45
No Red Sauce, Cooked Salami, Genoa Salami & Ham		
<b>Eggplant Parmesan</b>	9.10	14.45
Marinara Sauce, Thinly Sliced Breaded Eggplant		
<b>Meatball Parmesan</b>	9.10	14.45
Marinara Sauce, Sliced Breaded Chicken		
<b>Chicken Parmesan</b>	9.95	16.65
Marinara Sauce, Sliced Breaded Chicken		
<b>Steak &amp; Cheese</b>	11.25	17.05
No Red Sauce, Grilled Shaved Steak, Topped With American Cheese		
<b>Steak Bomb</b>	12.55	18.70
Topped With American Cheese		
<b>Buffalo Chicken</b>	9.95	16.65
Signature Buffalo Sauce, Slice Breaded Chicken Tenders, Drizzled With Blue Cheese		
<b>BBQ Chicken</b>	9.95	16.65
BBQ Sauce, Sliced Breaded Chicken Tenders		
<b>Spinach &amp; Feta</b>	9.55	16.00
No Red Sauce, Fresh Spinach & Feta Cheese		
<b>Vegetarian</b>	11.25	17.05
No Red Sauce, Grilled Sliced Black Olives, Onion, Mushroom & Green Peppers		

## PANINIS

Paninis Served On A French Baguette With Potato Chips & Dill Pickle

<b>NEW! Cuban</b>	8.50
Ham, Turkey, Swiss Cheese, Pickles, Mayo & Dijon Mustard	
<b>Fresh Mozzarella, Tomato &amp; Basil</b>	8.15
<b>Tuna Melt</b>	8.15
Tuna Salad & Provolone Cheese	
<b>Grecian</b>	8.50
Grilled Chicken, Fresh Spinach, Tomato & Feta	
<b>Pesto Chicken</b>	8.50
Grilled Chicken, Basil Pesto Spread, Fresh Mozzarella, Mixed Greens & Tomato	

## HOT SUBS AND WRAPS

All Subs Available In A White Or Wheat Wrap! Large Size Only. All Subs Are Toasted And Served With Lettuce, Tomato, Pickle, Onion, Banana Peppers & Green Peppers Unless Otherwise Specified.  
 Extra Cheese 0.75 Extra Feta 0.75 Extra Bacon 1.00

	Small	Large
<b>Italian</b> ..... Cooked Salami, Genoa Salami, Bologna, Ham & Provolone Cheese	6.35	7.75
<b>American</b> ..... Bologna, Ham & American Cheese	6.35	7.75
<b>Villa Special</b> ..... Ham, Turkey & American Cheese	6.95	8.50
<b>Villa Delight</b> ..... Roast Beef, Turkey, Bacon & Provolone Cheese	6.95	8.50
<b>Veggie</b> ..... Lettuce, Tomato, Pickle, Banana Peppers, Onion, Green Peppers, Mushroom & Provolone Cheese	6.00	7.40
<b>Ham &amp; Cheese</b> ..... Roast Beef & Cheese	6.35	7.65
<b>Turkey &amp; Cheese</b> ..... Genoa Salami	6.95	8.50
<b>Tuna Salad &amp; Provolone Cheese</b> ..... <b>NEW! California Wrap</b> ..... Grilled Chicken, Fresh Avocado, Bacon, Lettuce, Tomato & Drizzled Ranch Dressing	6.95	8.50
<b>Caesar Wrap</b> ..... Romaine Lettuce, Parmesan Cheese & Creamy Caesar Dressing	7.20	
<b>Chicken Caesar Wrap</b> ..... Grilled Chicken, Romaine Lettuce, Parmesan Cheese & Creamy Caesar Dressing	8.50	
<b>Chicken Kabob Wrap</b> ..... Grilled Chicken, Lettuce, Tomato, Onion, Feta & Greek Dressing	8.50	
<b>Sausage Parmesan</b> ..... Sliced Sausage Links, Marinara Sauce & Provolone Cheese	6.45	7.45
<b>Meatball Parmesan</b> ..... <b>Chicken Parmesan</b> ..... Breaded Chicken Breast, Marinara Sauce & Provolone Cheese	6.45	7.45
<b>Eggplant Parmesan</b> ..... Thinly Sliced Breaded Eggplant, Marinara Sauce & Provolone Cheese	6.95	8.50
<b>BLT</b> ..... Bacon, Lettuce, Tomato & Mayonnaise	6.95	8.50
<b>Grilled Chicken</b> ..... Lettuce, Tomato, Mayonnaise & Provolone Cheese	6.95	8.50
<b>Chicken Kabob</b> ..... Grilled Chicken, Lettuce, Tomato, Onion, Feta & Greek Dressing	6.95	8.50
<b>Chicken Cutlet</b> ..... Lettuce, Tomato & Mayonnaise	6.95	8.50
<b>Buffalo Chicken</b> ..... Breaded Chicken Tenders, Mild Sauce, Lettuce, Tomato & Blue Cheese	6.95	8.50
<b>Gyro</b> ..... Beef Wrapped In Pita With Lettuce, Tomato, Onion & Tzatiki Sauce	7.35	
<b>Chicken Gyro</b> ..... Grilled Chicken Wrapped In A Pita With Lettuce, Tomato, Onion & Tzatiki Sauce	8.00	
<b>Cheeseburger Sub*</b> ..... Lettuce, Tomato, Pickle, Onion & American Cheese	6.95	8.50
<b>Pastrami</b> ..... With Provolone Cheese & Mustard	6.95	8.50
<b>Steak Tip*</b> ..... BBQ Sauce & Provolone Cheese	9.95	
<b>Steak &amp; Cheese</b> ..... Onion Steak & Cheese	7.00	8.25
<b>Pepper Steak &amp; Cheese</b> ..... Mushroom Steak & Cheese	7.50	8.75
<b>Steak Bomb</b> ..... Onions, Mushrooms, Peppers & Cheese	7.50	8.75
	7.75	9.00

## SALADS

Served With Homemade Pita Bread (Baked Daily)

**Dressings:** Greek, Vinaigrette, Ranch, Blue Cheese, Honey Mustard & Creamy Caesar

**Extra Dressing:** 0.75 **Extra Pita Bread:** 0.75 **Extra Feta:** 0.75

**Extra Chicken:** 2.25 **Extra Steak Tips:** 3.25

<b>Garden</b> .....	6.30
<b>Caesar</b> .....	6.30
<b>Greek</b> .....	7.05
<b>Antipasto</b> .....	8.15
<b>Chef</b> .....	8.15
<b>Tuna</b> .....	8.15
<b>Grilled Chicken Garden</b> .....	8.40
<b>Chicken Caesar</b> .....	8.40
<b>Buffalo Chicken</b> .....	8.40
<b>Greek Chicken Kabob</b> .....	9.40
<b>Steak Tips*</b> .....	10.50

\*Consumer Advisory Warning For Raw Foods - These Items May Be Served Raw Or Undercooked. Consuming Raw Or Uncooked Meats, Poultry, Seafood, Shellfish Or Eggs May Increase Your Risk Of Foodborne Illness.

MA & State Local Tax of 7% Is NOT Included In Prices. Prices Subject To Change Without Notice.

**BEFORE PLACING YOUR ORDER, PLEASE INFORM YOUR SERVER IF SOMEONE IN YOUR PARTY HAS A FOOD ALLERGY.**

## SIGNATURE SANDWICHES

\*We Only Cook Hamburgers Medium, Medium Well & Well Done

<b>Cheeseburger*</b>	.....	5.00
Served On A Seedless Bulky Roll With American Cheese		
<b>Cheeseburger Deluxe With Fries*</b>	.....	8.25
Served On A Seedless Bulky Roll With American Cheese, Lettuce, Tomato & Bacon		
<b>NEW! Rodeo Burger With Fries*</b>	.....	8.75
Served On A Seedless Bulky Roll With American Cheese Topped With Onion Rings & Drizzled With BBQ Sauce		
<b>NEW! Mushroom Onion &amp; Swiss Burger With Fries*</b>	.....	8.75
Served On A Seedless Bulky Roll With Melted Swiss Cheese, Caramelized Onion & Mushroom		
<b>BLT Club* (Double Layer Of Bacon)</b>	.....	9.25
<b>Roast Beef Club*</b>	.....	9.25
<b>Cheeseburger Club*</b>	.....	9.25
<b>Turkey Club*</b>	.....	9.25

All Club Sandwiches Are Served On Triple Stacked Toast With Bacon, Lettuce, Tomato & Mayo.

All Club Sandwiches Served With French Fries.

Extra Cheese 0.75 Extra Bacon 1.00

## SIDE ORDERS

		Small	Large
<b>French Fries</b>	.....	3.40	4.40
<b>Onion Rings</b>	.....	3.50	4.65
<b>Mozzarella Stick with Marinara Sauce</b>	.....	7.10	9.65
<b>Breaded Chicken Fingers</b>	.....	8.10	9.95
<b>Villa's Fresh Chicken Crispers</b>	.....	8.10	9.95
<b>Zucchini Sticks</b>	.....	7.65	9.95
<b>Garlic Bread</b>	.....	2.75	
<b>Garlic Bread with Cheese</b>	.....	3.15	
<b>Cheesy Bread</b>	.....	6.00	
<b>Fresh Buffalo Chicken Wings</b>			
Choice of Villa's Signature Mild or Hot Buffalo Sauce.			
Served with a Side of Blue Cheese Dressing & Celery.			
<b>7 PIECES</b>	.....	<b>7.75</b>	<b>13.15</b>
<b>Fresh Boneless Tenders Buffalo Style</b>			
Choice of Villa's Signature Mild or Hot Buffalo Sauce.			
Served with a Side of Blue Cheese Dressing & Celery.			
<b>5 PIECES</b>	.....	<b>7.75</b>	<b>13.15</b>
<b>Breaded Chicken Wings</b>			
<b>6 PIECES</b>	.....	<b>7.75</b>	<b>13.15</b>
		<b>10 PIECES</b>	<b>13.15</b>
		<b>16 PIECES</b>	<b>16.15</b>
		<b>20 PIECES</b>	<b>16.15</b>

## DINNER PLATES

All Dinners Served With Side Tossed Salad And Your Choice Of French Fries Or Breaded Onion Rings.

<b>Steak Tips*</b>	.....	13.25
<b>Grilled Chicken</b>	.....	12.00
<b>Chicken Fingers Plain or Buffalo Style</b>	.....	11.25
<b>Chicken Wings</b>	.....	11.75

## PASTA DINNERS

All Dinners Served With Side Salad And A Bread Roll.  
Extra Sauce 0.50 Extra Cheese 1.25

<b>Beef Lasagna</b>	.....	11.15
<b>Chicken Parmesan With Spaghetti Or Ziti</b>	.....	11.15
<b>Eggplant Parmesan With Spaghetti Or Ziti</b>	.....	11.15
<b>Spaghetti Or Ziti With Sausage, Chicken Cutlet Or Meatball</b>	.....	9.55
<b>Cheese Ravioli With Marinara Sauce</b>	.....	8.15

## WE DELIVER TO

(Limited Areas)

**ARLINGTON / LEXINGTON / BELMONT / WINCHESTER**

**DELIVERY CHARGE 1 ITEM 75¢ / 2 ITEMS \$1.50 / 3 ITEMS \$2.00**

## **Villa House of Pizza Weekly Cleaning & Maintenance Schedule**

<b>Shift</b>	<b>Special Shift Cleanining Projects</b>
<b>Monday AM</b>	CLEAN ALL WORK AREA WALLS BOTH SERVICE AREA AND KITCHEN AREA AND CLEAN ALL TABLE TOPS AND CHAIRS.
<b>Monday PM</b>	CLEAN ALL WORK COUNTERS, TOPS OF REFRIG UNITS, OVENS, SLICERS AND OTHER EQUIPMENT AND WASH FLOORS, USING CLEAN, RINSE AND DISINFECTENT
<b>Tuesday AM</b>	CLEAN ALL WORK AREA WALLS BOTH SERVICE AREA AND KITCHEN AREA AND CLEAN ALL TABLE TOPS AND CHAIRS.
<b>Tuesday PM</b>	CLEAN ALL WORK COUNTERS, TOPS OF REFRIG UNITS, OVENS, SLICERS AND OTHER EQUIPMENT AND WASH FLOORS, USING CLEAN, RINSE AND DISINFECTENT.
<b>Wednesday AM</b>	CLEAN ALL WORK AREA WALLS BOTH SERVICE AREA AND KITCHEN AREA AND CLEAN ALL TABLE TOPS AND CHAIRS.
<b>Wednesday PM</b>	CLEAN ALL WORK COUNTERS, TOPS OF REFRIG UNITS, OVENS, SLICERS AND OTHER EQUIPMENT AND WASH FLOORS, USING CLEAN, RINSE AND DISINFECTENT.
<b>Thursday AM</b>	CLEAN ALL WORK AREA WALLS BOTH SERVICE AREA AND KITCHEN AREA AND CLEAN ALL TABLE TOPS AND CHAIRS.
<b>Thursday PM</b>	CLEAN ALL WORK COUNTERS, TOPS OF REFRIG UNITS, OVENS, SLICERS AND OTHER EQUIPMENT AND WASH FLOORS, USING CLEAN, RINSE AND DISINFECTENT.
<b>Friday AM</b>	CLEAN ALL WORK AREA WALLS BOTH SERVICE AREA AND KITCHEN AREA AND CLEAN ALL TABLE TOPS AND CHAIRS.
<b>Friday PM</b>	CLEAN ALL WORK COUNTERS, TOPS OF REFRIG UNITS, OVENS, SLICERS AND OTHER EQUIPMENT AND WASH FLOORS, USING CLEAN, RINSE AND DISINFECTENT.
<b>Saturday AM</b>	CLEAN ALL WORK AREA WALLS BOTH SERVICE AREA AND KITCHEN AREA AND CLEAN ALL TABLE TOPS AND CHAIRS.
<b>Saturday PM</b>	CLEAN ALL WORK COUNTERS, TOPS OF REFRIG UNITS, OVENS, SLICERS AND OTHER EQUIPMENT AND WASH FLOORS, USING CLEAN, RINSE AND DISINFECTENT.
<b>Sunday AM</b>	CLEAN ALL WORK AREA WALLS BOTH SERVICE AREA AND KITCHEN AREA AND CLEAN ALL TABLE TOPS AND CHAIRS.
<b>Sunday PM</b>	CLEAN ALL WORK COUNTERS, TOPS OF REFRIG UNITS, OVENS, SLICERS AND OTHER EQUIPMENT AND WASH FLOORS, USING CLEAN, RINSE AND DISINFECTENT.

Shift	Garbage Removal Schedule	Estm. Time
Monday PM	Collect all trash bag from receptacles and replace with new bags. Seal discarded trash bags and place in outside trash receptacles. Ensure all lids are securely fastened.	5
Tuesday PM	Collect all trash bag from receptacles and replace with new bags. Seal discarded trash bags and place in outside trash receptacles. Ensure all lids are securely fastened.	5
Wednesday PM	Collect all trash bag from receptacles and replace with new bags. Seal discarded trash bags and place in outside trash receptacles. Ensure all lids are securely fastened.	5
Thursday PM	Collect all trash bag from receptacles and replace with new bags. Seal discarded trash bags and place in outside trash receptacles. Ensure all lids are securely fastened. Bring garbage receptacles to the curb for pick up.	10
Friday PM	Collect all trash bag from receptacles and replace with new bags. Seal discarded trash bags and place in outside trash receptacles. Ensure all lids are securely fastened.	5
Saturday PM	Collect all trash bag from receptacles and replace with new bags. Seal discarded trash bags and place in outside trash receptacles. Ensure all lids are securely fastened.	5
Sunday PM	Collect all trash bag from receptacles and replace with new bags. Seal discarded trash bags and place in outside trash receptacles. Ensure all lids are securely fastened.	5

## ***Pest Control Schedule***

### **Monthly**

Continuous regularly pest maintenance and treatment by Yankee Pest Control, Malden, Massachusetts, (781) 397-9923.

\*

**From:** Yashuda Paudel <sudajuly29@hotmail.com>  
**To:** MaryAnn Sullivan <MSullivan@town.arlington.ma.us>  
**Date:** 12/15/2015 01:07 PM  
**Subject:** Re: Selectmen Meeting

---

I will be there  
Thank you

Sent from my iPhone

On Dec 15, 2015, at 11:07 AM, MaryAnn Sullivan  
<[MSullivan@town.arlington.ma.us](mailto:MSullivan@town.arlington.ma.us)> wrote:

Hi Yashud & Krishna,  
Your common victualler application will be heard this Monday, December 21, 2015 at  
6:00 PM, in the Selectmen's Chambers on the 2nd Floor of the Town Hall. Please plan to  
be in attendance that night.  
Thank you, Mary Ann

Mary Ann Sullivan  
Town of Arlington  
Selectmen's Office  
(781) 316-3024  
(781) 316-3029 FAX

**Attachments:**

File: [ATT00002.txt](#) Size: 0k Content Type: text/plain  
File: [ATT00003.html](#) (Shown Inline) Size: 2k Content Type: text/html



## Town of Arlington, Massachusetts

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### **Request: Tango Restaurant Late Night Event 12/31/15-1/1/16**

#### **Summary:**

Alissa Mermet, Tango Restaurant, 464 Massachusetts Avenue

#### **ATTACHMENTS:**

Type	File Name	Description
<input checked="" type="checkbox"/> Reference Material	Tango_Hours_Extension_12.15.pdf	Tango Request & Agreement

AGREEMENT FOR TEMPORARY INCREASE IN HOURS

Licensee: Tango Restaurant

Licensed Premises: 464-468 Massachusetts Avenue

License No.: 0030-00026

License Type: All Alcohol Restaurant

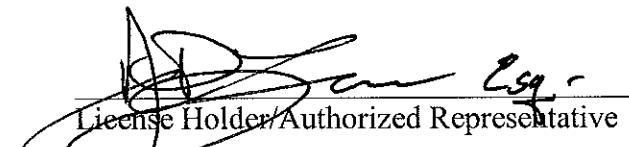
Expiration Date: 1/1/16

---

The license-holder referenced above has requested a one-day increase in its regular hours of operation to allow it to stay open until 1:00 am on January 1, 2016, which represents an extension of its regular closing time of 12/Midnight.

In the event that the Board of Selectmen, as the local licensing authority, grants this request and in consideration thereof, the license-holder hereby (1) agrees to an immediate decrease in hours back to its regular closing time as of the first day the license-holder is open for business following the one-day increase described above; and (2) waives any right to notice or a public hearing under G.L. c. 138, § 12, ¶ 6, prior to returning to its regular hours.

This waiver shall apply only to the change in hours described herein and not to any decrease in hours that may arise in the future.

  
\_\_\_\_\_  
License Holder/Authorized Representative  
\_\_\_\_\_  
12/13/15  
date

LEONE & LEONE

ATTORNEYS AT LAW  
637 MASSACHUSETTS AVENUE  
ARLINGTON, MA 02476

DAVID A. LEONE  
JOHN D. LEONE\*  
SUZANNE M. LEONE  
(ALSO MEMBER OF NY BAR)

TEL. (781) 648-2345  
FAX. (781) 648-2544

December 14, 2015

Town of Arlington  
Board of Selectmen  
Town Hall  
730 Massachusetts Avenue  
Arlington, MA 02476

RE: Tango Restaurant

Dear Selectmen:

This office represents El Tango, Inc. d/b/a Tango Restaurant, located at 464-468 Massachusetts Avenue, Arlington. Tango restaurant is a holder of an All-Alcohol Rstaurant License which has a regular closing time of 12:00 Midnight.

Our client hereby requests and extension of its regular closing time of 12:00 Midnight for December 31, 2015 to 1:00 a.m. on January 1, 2016. Tango Restaurant hereby further agrees that it will resume its regular closing time to 12:00 Midnight as of the next business day.

Very truly yours,  
LEONE & LEONE

John D. Leone

JDL/kac



## Town of Arlington, Massachusetts

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### **Vote: Transfer of CDBG Funds**

#### **Summary:**

Adam W. Chapdelaine, Town Manager

#### **ATTACHMENTS:**

Type	File Name	Description
<input type="checkbox"/> Document for Approval	CDBG_V2020_Memo_12_21_15.pdf	Memorandum to Board



**Town of Arlington  
Office of the Town Manager**

**Adam W. Chapdelaine  
Town Manager**

**730 Massachusetts Avenue  
Arlington MA 02476-4908  
Phone (781) 316-3010  
Fax (781) 316-3019  
E-mail: [achapdelaine@town.arlington.ma.us](mailto:achapdelaine@town.arlington.ma.us)  
Website: [www.arlingtonma.gov](http://www.arlingtonma.gov)**

**To:** Members of the Board of Selectmen

**From:** Adam Chapdelaine, Town Manager

**RE:** CDBG Planning Fund Transfer

**Date:** December 17, 2015

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I am requesting that the Board vote to allocate \$3,105 from the CDBG Planning category for the purchase of a software license for scanning and reporting software related to the Vision 2020 annual town survey. This CDBG funding category currently has \$17,000 available due to a decision to not pursue the zoning recodification project during this funding year.

As always, I would be happy to answer any questions that the Board has in regard to this matter.



## Town of Arlington, Massachusetts

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**Vote: MWRA Debt Shift**

**Summary:**

Adam W. Chapdelaine, Town Manager



## Town of Arlington, Massachusetts

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### **Vote: Municipal Partnership - Transportation for MA**

#### **Summary:**

Adam W. Chapdelaine, Town Manager

#### **ATTACHMENTS:**

Type	File Name	Description
<input type="checkbox"/> Document for Approval	T4MA_Memo_12_21_15.pdf	Memorandum to Board
<input type="checkbox"/> Backup Material	T4MA_Arlington_partnership_invitation.pdf	Letter from T4MA
<input type="checkbox"/> Backup Material	T4MA_partner_1_pager.pdf	Info Sheet



**Town of Arlington  
Office of the Town Manager**

**Adam W. Chapdelaine**  
**Town Manager**

**730 Massachusetts Avenue**  
**Arlington MA 02476-4908**  
**Phone (781) 316-3010**  
**Fax (781) 316-3019**  
**E-mail: [achapdelaine@town.arlington.ma.us](mailto:achapdelaine@town.arlington.ma.us)**  
**Website: [www.arlingtonma.gov](http://www.arlingtonma.gov)**

**To:** Members of the Board of Selectmen  
**From:** Adam Chapdelaine, Town Manager  
**RE:** Transportation for Massachusetts - Partnership  
**Date:** December 17, 2015

---

I am requesting that the Board vote in support of Arlington joining Transportation for Massachusetts (T4MA) as a Municipal Partner. T4MA is a statewide coalition that is committed to the following principles:

1. Our transportation system is a vital part of our economy, providing economic opportunity and ensuring everyone can get where they need to go.
2. Massachusetts needs a transportation network that offers safe, affordable, and convenient choices to residents and businesses, including public transportation, sidewalks, and bikeways.
3. People without cars, including youth, seniors and low-income residents, should have the opportunity to get to the schools and jobs that will help them pursue their dreams
4. Transportation investments should enhance mobility, expand economic opportunity, reduce pollution and greenhouse gases, and support healthy, sustainable communities.
5. Public stewards of transportation funds should be held accountable for wise, fair and transparent use of public dollars.

I feel that these principles are aligned with goals and principles that have been outlined by the Board and Town Meeting via both the annual goal setting process and the Master Plan. Supplementary information regarding T4MA is also provided under this agenda item. There is no cost for the Town to become a Municipal Partner, and with a favorable vote of the Board, I will plan to sign on immediately.

As always, I am happy to answer any questions the Board may have in regard to this matter.



**Transportation for Massachusetts**

14 Beacon Street, Suite 707  
Boston, MA 02108  
(413) 367-T4MA ♦ [t4ma.org](http://t4ma.org)  
[info@t4ma.org](mailto:info@t4ma.org) ♦ [@T4MASS](https://twitter.com/T4MASS)

December 8, 2015

Adam Chapdelaine, Town Manager  
Town of Arlington  
730 Massachusetts Avenue  
Arlington, MA 02476

Dear Adam:

I am writing to invite your participation in Transportation for Massachusetts as a Municipal Partner to our coalition. Your Partnership will help us bring about the modern, reliable and safe transportation network that is essential for your residents, businesses and workforce, and for the entire commonwealth.

Transportation for Massachusetts is a coalition of 58 member organizations working for excellent transportation solutions across the state. We support all modes of transportation, with a focus on transit, biking and walking in order to promote health, maintain our climate, encourage economic mobility, and support a thriving, competitive commonwealth.

We work with state, regional and local leaders and agencies to promote better transportation solutions. We promote good governance and accountability, responsible investment and revenue, and policies that serve the entire state. By working together, with business, municipal, and institutional partners, we will help deliver the 21<sup>st</sup>-century transportation network that is worthy of Massachusetts.

As a Partner, you will be recognized in communications and at special Partner events. Municipal Partnership is offered at no cost or obligation; we ask that all Partners affirm our five key principles (see attached page), which are not controversial and reflect good values for any community.

Thank you for considering this opportunity to add your voice to a forward-looking and positive coalition to rebuild and remake the transportation network we all depend on. I will follow up shortly to discuss how we can work together.

Sincerely,

Josh Ostroff  
Partnerships Director



# Transportation is the circulatory system of the Massachusetts economy

**Transportation is key** to success as people, businesses, institutions, organizations and communities. Reliable, affordable, healthy, climate-friendly travel choices are good for our workforce, customers, visitors, and our future. That's the goal of our statewide coalition, **Transportation for Massachusetts**.

## Let's partner for one commonwealth

We welcome businesses, institutions, cities and towns as partners to amplify the voice for responsible transportation solutions across the state. We all benefit by better mobility!



- We believe that repairing and remaking transportation is important to everybody. Business, government, advocates and institutions must all pull together for Massachusetts to keep its edge.
- We work with state/local leaders, businesses, institutions, legislators and advocates to promote better mobility through policies and best practices supported by quality research and reports.
- We focus on our priorities of healthy, sustainable, adequately funded transportation choices for all, with accountable and transparent governance to build public confidence.

**Let's fix what we have, and build what we need for tomorrow's economy:** a modern, efficient, well-run transportation network to serve everyone, connecting a future-ready workforce with transportation choices that connect great neighborhoods and communities.

## Your partnership makes a real difference

As a business, institutional or municipal partner of our coalition, you are telling your workforce, customers, students, constituents, suppliers, fans and friends that **you value great transportation and support smart solutions**. Our partners affirm these core values:



1. Our transportation system is **a vital part of our economy**, providing economic opportunity and ensuring everyone can get where they need to go.
2. Massachusetts needs a transportation network that offers **safe, affordable, and convenient choices** to residents and businesses, including public transportation, sidewalks, and bikeways.
3. People without cars, including youth, seniors and low-income residents, should have the **opportunity to get to the schools and jobs that will help them pursue their dreams**.
4. Transportation investments should enhance mobility, expand economic opportunity, reduce pollution and greenhouse gases, and **support healthy, sustainable communities**.
5. Public stewards of transportation funds should be held accountable for **wise, fair and transparent use of public dollars**.

All Partners are recognized in T4MA communications and at special Partner events. Business Partners are asked for a tax-deductible contribution; Institutional Partners provide in-kind donations.

To partner with us, call Josh Ostroff, Partnerships Director at 508 654-3330 or visit [t4ma.org/partner](http://t4ma.org/partner).



## Town of Arlington, Massachusetts

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### Discussion: Selectmen's Draft Handbook

#### Summary:

Kevin F. Greeley, Chair

#### ATTACHMENTS:

Type	File Name	Description
<input checked="" type="checkbox"/> Reference Material	Handbook_Master_-_DRAFT.docx	Draft Handbook



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# Board of Selectmen Handbook

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This handbook is to serve as a resource for the Board of Selectmen, other officials and agencies of Town of Arlington government, and the public by setting forth the Board's basic functions, policies, and procedures. Companion policies, including those pertaining to permits and licenses are codified elsewhere in the interests of allowing this handbook to be an efficient foundation for consistent, transparent, and effective Board administration. In short, this document provides:

- Reference material for presently serving members of the Board on significant policies and procedures;
- Guidance for citizens and Town employees on Board policies, and procedures;
- Education for new Board members in the interests of continuity of effective Board governance; and
- Serve as a model of policies and procedure for other boards and communities.

The Handbook shall be periodically reviewed and updated as appropriate at the annual goal setting workshop of the Board of Selectmen and Town Manager.

## Overview

In Arlington the number of Selectmen is determined by the Town Manager Act, Chapter 503 of the Acts of 1952 as amended. Hence, the Board of Selectmen is comprised of five elected residents who serve three-year terms. They are elected on the following cycle:

- Two are elected one year;
- Two are elected the following year; and
- One is elected in the third year of a given Board election cycle.

Town Manager Act §3

The primary duties and responsibilities of the Board are described in Chapter 2 herein.

## **ARLINGTON BOARD OF SELECTMEN**

### **HISTORY**

Boards of Selectmen throughout New England, have their roots in pre-colonial days when the church served as the center of the community for those who had traveled from Europe for religious freedom. After church services in Menotomy (Wampanoag term meaning *swift running river*) the assembled would conduct a town meeting to discuss any civic matters that impacted the citizens of Menotomy. If the matter required investigation they would “select” someone from the congregation to go and gather information and report back at the next town meeting.

Borrowing the concept of councils from their English heritage, the colonists began to elect between three and nine “select men” or “townsmen” to serve for fixed terms. Beginning with Dorchester in 1633, towns in Massachusetts quickly adopted this unique form of government.

Initially, the powers and duties of Selectmen differed from Town to Town. In general, Selectmen were required to carry out and enforce the votes of the Town meeting, but were additionally granted authority over other areas of Town government.

In 1867, then West Cambridge, the citizens voted and the changed the name to Arlington to commemorate those who had made the ultimate sacrifice on behalf of their country and were buried in the Arlington National Cemetery (Dedicated in 1866).

From 1867 – 1953 there was a 3 member Board of Selectmen who were “selected” by the voters to serve 3-year terms. In 1952 Town Meeting voted to change Arlington’s form of government. On a warrant article, sponsored by the League of Women Voters and on a subsequent charter reform referendum by the voters, Arlington changed to a Town Manager form of government.

In 1953, the Board of Selectmen subsumed the Board of Public Works and became a 5 member committee. This model was based on the most popular business model of a Board of Directors who directed the President/CEO of the company. Since 1953, Arlington has had 6 Town Managers:

Edward C. Monihan	1953- 1966
Donald Marquis	1966-2000
Phil Farrington	2000- 2002
Nancy Galkowski	2002-2004
Brian Sullivan	2004-2012
Adam Chapdelaine	2012-Present

In July of 1973 the first woman to serve on the Board of Selectmen was Anne Mahon Powers who was appointed by the Board to finish the term of William S. Abbott who had retired. In November 1973 Margaret Spengler was the first woman elected to the Board of Selectmen.

Since 1867 there have been 91 citizens of Arlington who have served on the Board. They are:

## BOARD OF SELECTMEN 1867-PRESENT:

Samuel S. Davis	1867-1868, 1871, 1872	Roscoe O. Elliott	1945-1946
J.S. Potter	1867-1868	Harold A. Cahalin	1946-1949
Samuel L Butterfield	1867-1868	Joseph A. Purcell	1948-1951
Otis Greene	1868-1869	Marcus L. Sorensen	1949-1958
Jacob F. Hobbs	1868-1871, 1872-1873	Edmund L. Frost	1950-1953
J. Winslow Peirce	1868-1874	Walter T. Kenney	1951-1954
George. C. Russell	1870-1871	Joseph P. Greeley	1953-1972
Warren Rawson	1871-1873	George A. Harris	1953-1958
James Durgin	1872-1879	Franklin W. Hurd	1953-1959
James Bacon	1872-1873	Thomas R. Rawson	1954-1960
John S. Crosby	1872-1873	Daniel J. Buckley, Jr.	1958-1961
Henry Swan	1873-1874	Arthur D. Saul, Jr.	1958-1964, 1965-1977
Henry Mott	1873-1874, 1878-1882	John O. Parker	1959-1962
John Schouler	1874-1878	Horace H. Homer	1960-1969
William H. Allen	1878-1882	Philibert L. Pellegrini	1961-1964
James A. Bailey	1879-1882	John W. Bullock	1962-1965, 1969-1974
Henry J. Locke	1882-1884	Kevin P. Feeley	1964-1970
Samuel E. Kimball	1882-1883	John J. Bilafer	1964-1972
George D. Tufts	1884-1896	William S. Abbott	1970-1973
Charles T. Scannell	1885-1886	Ronald A. Nigro	1972-1973
George D. Moore	1887-1890	Harry P. McCabe	1972-1975
Edward S. Fessenden	1892-1897	George K. Rugg	1973-1976
George I. Doe	1897-1905	Ann Mahon Powers	1973 (apptd), 1975-1981
Warren B. Rawson	1903-1906	Margaret H. Spengler	1973-1979, 1984
James A. Bailey, Jr.	1904-1907	Robert B. Walsh	1974-1990
J. Howell Crosby	1907-1910	Robert Murray	1976-1987
Philip A. Hendrick	1909-1911	Robert F. O'Neill	1977-1978
Jacob Bitzer	1910-1914	Robert A. Havern	1978-1986
Frank V. Noyes	1911-1915	William J. Grannan	1979-1984
Thomas J. Donnelly	1914-1920	Charles Lyons	1981-2005
Horatio A. Phinney	1915-1921	Janemarie Hillier	1985-1991
Charles B. Devereaux	1920-1926	Stephen J. Conroy	1986-1989
Charles H. Higgins	1921-1924	John P. Donahue	1987-1988
Nelson B. Crosby	1922-1928	Franklin W. Hurd, Jr.	1988-1994
Frederick W. Hill	1924-1927	Kevin F. Greeley	1989-Present
Hollis M. Gott	1926-1932	Stephen J. Gilligan	1990-1999
Luke A. Manning	1927-1930	Kathleen Kiely Dias	1991-2006
Arthur P. Wyman	1928-1934	Richard B. Murray	1994-1997
William O. Hauser	1930-1933	John W. Hurd	1997-2011
Leonard Collins	1932-1935	Diane M. Mahon	1999-Present
George W. Lowe, Jr.	1933-1939	Annie LaCourt	2005-2012
Ernest W. Davis	1934-1943	Clarissa Rowe	2006-2012
Harold M. Estabrook	1935-1945	Daniel J. Dunn	2011-Present
William C. Adams	1939-1945	Joseph A. Curro, Jr.	2012-Present
William F. Davis, Jr.	1943-1946	Steven M. Byrne	2012-Present
Joseph Peterson	1944-1950		

\*\*\*

The primary sources of Board of Selectmen authority are:

- Massachusetts General Laws and Special Acts;<sup>1</sup>
- The Town Manager Act; and
- Town of Arlington By-Laws.

Within the Town Manager Act and the Town By-laws, the following non-exhaustive provisions are particularly critical in establishing the parameters of the Board's powers:

- ❖ "The Selectmen shall have the general direction and management of the property and affairs of the Town in all matters not otherwise provided for, so far as permitted by law."

Town By-Laws Art. 2 § 1

- ❖ The Selectmen appoint the Town Manager, the Comptroller, the Board Administrator, the Registrar of Voters (except the Town Clerk), the Zoning Board of Appeals, select advisory committees, and election officers; and further, confirm a host of appointments by the Town Manager.

Town Manager Act §§4, 11, *passim*

- ❖ The Selectmen shall open the annual Warrant and call Town Meetings and Special Town Meetings and make recommendations regarding articles under same. Members of the Board also possess the privilege of recognition at any Town Meeting regardless of whether or not they are Town Meeting members.

Town By-Laws Art. 1 §2; Art. 2 §4;

- ❖ The Board's financial responsibilities include, in conjunction with the Town Manager, reviewing Town budgets to provide annual recommendations to the Finance Committee; as well as dispersing federal Community Development Block Grant monies in conjunction with the Town Manager.

Town Manager Act §32

- ❖ The Selectmen, in conjunction with the Town Clerk, have the duty to call and administer Town elections consistent with the requirements of the General Laws.

Town By-Laws Art. 1 §1; Town Manager Act §45

Accordingly, in conjunction with the General Laws, the Board possesses the following duties and responsibility

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<sup>1</sup> More than 700 statutes and Special Acts define the powers and duties of Selectmen including the Town Manager Act.

- ❖ Adopting Town policies and holding hearings on important Town issues;
- ❖ Working collaboratively with the Town Manager, Finance Committee and Budget Revenue Task Force in reviewing and setting fiscal guidelines for the annual operating budget and capital improvements program;
- ❖ Determining CDBG grant disbursements;
- ❖ Issuing Town Meeting warrants;
- ❖ Appointing the Town Manager and reviewing the performance of the Town Manager;
- ❖ Approving the Town Manager's appointments of most official boards and commissions;
- ❖ Exercise jurisdiction over public and private ways under the Town By-Laws;
- ❖ Oversee traffic and parking matters;
- ❖ Serve as the Licensing Board responsible for issuing and renewing licenses for the following categories:
  - common victualler,
  - food vendor,
  - alcohol,
  - lodging houses/inn keeper,
  - class I and II,
  - secondhand dealer,
  - hackney,
  - public entertainment,
  - automatic amusement, and
  - contractor drain layer;
- ❖ Serve as the permitting authority for the following categories:
  - parking permit exceptions,
  - block party,
  - street performer, and special events.

Additionally, as outlined in the General Laws and the Town Manager Act, the Board also possesses the duties and responsibilities of the following:

- ❖ Licensing Board,
- Cable Commissioners,
- Water Commissioners,
- Highway Commissioners,
- Sewer Commissioners,
- Election Commissioners, and
- Parking Commissioners.

The above lists of powers, duties, and responsibilities do not present a complete detailing of the Board of Selectmen's role in Arlington's government, nor does it serve as a statement of limitations on a specific Board's vision and operation. Rather, this section enumerates the major categories of Selectmen duties and powers, as well as specific, common areas where the Board exercises its authority in the discharge of its duties.

Each year, a given Board will both proactively and responsively address the new needs of the Town within its authority. For an understanding of the short and long-term vision and self-assessments of any given Board one should consult the most recent Board of Selectmen Goals. Each year, the Selectmen revisit, renew, and revise their collective goals and objectives for the coming year in conjunction with the Town Manager. However, absent a change in law, the Selectmen's powers, duties, and responsibilities remain as enumerated herein.

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The Board of Selectmen participates in awards, proclamations and events.

#### **SELECTMEN AWARDS:**

Awards, established in 1975, are given to a person, a group of people, or an organization to recognize their excellence in a certain field. Approximately every five years awards are given out recognizing people and organizations for their efforts that truly benefit the Town. The Selectmen nominate and award the following:

The Robbins Award - This award honors patrons for their outstanding and significant contributions of service and leadership in the areas of social, cultural, educational, political or religious activities as well as benevolent and philanthropic actions for the common good.

The Cyrus E. Dallin Award - This award honors any person or group who has given meritorious service to the community in areas of community beautification, education, artistic, cultural, humanistic or philanthropic contributions, meeting human needs particularly needs of the youth.

The Samuel A. Wilson Award - This award includes any person or group who has made an important and meaningful contribution to the community. Their effort should be considerable, exceptional and notable.

The Joseph P. Greeley Award - This award should reflect long-time, continuous and excellent service to the town. Any past or present town employee or group is eligible to receive this award.

A Nominating Committee is appointed by the Selectmen, with each Selectmen appointing one committee member. The role of the committee is to receive applications/recommendations and then recommend a slate of nominees to present to the Board of Selectmen Chair and Vice Chair. The Chair and Vice Chair will select the nominee finalist for each award and then bring the nominees to a future Selectmen's meeting for approval. The Nominating Committee will present a one-paragraph description of each finalist's meritorious contributions at that meeting. The awards are presented at a ceremonial event in the Town Hall.

## **PROCLAMATIONS & EVENTS:**

In addition to awards the Selectmen sponsor proclamations and events.

- Proclamations are a public or official announcement recognizing great accomplishments and events in the community, especially ones of great importance. A proclamation can be for an organization or an individual in honor of their recognition. Requests for proclamations should be directed to the Selectmen's Administration Office along with the information/desired wording of the accomplishment or event three-weeks prior to the date of issue.
- Events are occasions of importance such as Town Night/Day, Sister City Programs, Selectmen Awards Presentation and Anniversary Celebrations. These events support the efforts of community volunteers and traditions of the community.

**Town Night/Day** is the largest community event held annually and features music, family entertainment and booth vendors. The Town Night /Day celebrations depend on the financial support of both our corporate and residential neighbors.

**Sister City Programs** create opportunities for the Town to experience and explore other cultures through long-term municipal partnerships in a global arena. It immerses our students through a student exchange into each other's way of life which bolsters their academic experience. Sister City Nagaokakyo and Arlington celebrates a 30<sup>th</sup> anniversary of friendship in 2015.

**Anniversary Celebrations** are events celebrating historic milestones and traditions such as the Centennial Celebration of Town Hall & Gardens.

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It is the long standing intention and tradition of the Board of Selectmen to act as a single body in the best interests of the people of the Town of Arlington, and to maintain a civil decorum becoming of the citizenry the Selectmen serve. Even as individual members may passionately disagree with one another, members of the public, or Town employees, engaging in lively discourse, the Board of Selectmen shall endeavor to conduct itself as a whole in the most professional of manners. To that end, the Selectmen pledge their commitment to the following self-enforced code of conduct developed by the Massachusetts Municipal Association and modified for Arlington's governance.

**A. Board-Community Relations.**

A member of the Board of Selectmen, in relation to his or her community shall:

1. Conduct him or herself with the understanding that his or her basic function is to make policy. Implementation and administration is invested in the Town Manager by the Town Manager Act;
2. Maintain the perspective of being part of one larger political body, appropriately respecting collective Board decisions and policies ;
3. Be well informed concerning the duties of a Board member on both local and state levels;
4. Remember that he or she represents the entire community at all times;
5. Be mindful that a member is privileged to serve, requiring selfless service that does not yield inappropriate personal benefits based on his or her work as a Selectman; and
6. Adhere to the ethical rules and guidelines established by the State, refraining from use of status or power to obtain improper benefits for themselves or others.

**B. Board-Manager Relations.**

Each Selectman, in relation to the appointed Town Manager shall:

1. Endeavor to establish sound, clearly defined policies that will direct and support the Town Manager in the administration of the Town;
2. Provide the Town Manager full discretion for discharging his or her duties;
3. Recognize and support the administrative chain of command, reporting citizen complaints to the Town Manager;
4. Refrain from instructing Town Department heads;

5. Exercise good judgment in contacting Town personnel supervised by the Town Manager. Questions and/or requests for information or assistance on matters of policy under the Board's jurisdiction should be directed to the Town Manager, Town Counsel, or Department heads with the Town Managers knowledge.

### **C. Internal Board Relations**

A member of the Board of Selectmen, in his or her relations with fellow Board members, should:

1. Recognize that action at official legal meetings is binding and that he or she alone cannot bind the Board outside of such meetings;
2. Refrain from public statements or promises of how he or she will vote on matters that will come before the Board until he or she has had an opportunity to fully vet the issue during a Board meeting;
3. Make decisions only after all facts on a question have been presented and discussed;
4. Uphold the intent of executive session and respect the privileged communication that exists in executive session;
5. Refrain from communicating the position of the Board of Selectmen to anyone unless the full Board has previously agreed on both the position and the language of the statement conveying the position;
6. Treat with respect the rights of all members of the Board despite differences of opinion; and
7. Afford members of the Board the opportunity to speak on matters in Board meetings and hearings without interruption.

### **D. Board-Town Staff Relations.**

A member of the Board of Selectmen, in his or her relations with Town staff, should:

1. Treat all staff as professionals that respects the abilities, experience, and dignity of each individual;
2. Exercise caution and discretion in public criticism of any individual Town employee. Member concerns about performance of staff reporting to the Town Manager should, under ordinary circumstances only be articulated to the Town Manager, or, in limited circumstances, other appropriate Town personnel, such as Town Counsel and Department heads.

3. Keep requests for staff support to a minimum wherever possible, and insure that all requests go through the Town Manager's Office or between such office and the Office of the Board of Selectmen.
4. To the extent practicable, insure that any materials or information provided to an individual member from a staff member be made available to all Selectmen.

As a final matter each Selectman as an elected official, has an individual and specific series of ethical obligations under Massachusetts' "Conflict of Interest" statute, G.L. c. 268A, as well as Office of Campaign and Political Finance regulations. Moreover, the Board has obligations as a body to abide by a number of other important laws and regulations reflecting on its conduct, including, but not limited to, the Open Meeting Law and Public Records Laws. Both Members as individuals and the Board as a whole must be especially mindful of these obligations in addition to its self-enforced code of conduct.

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# Board Election of Officers, Employee Hiring & Appointments to Committees

The Board of Selectmen is responsible for hiring a variety of Town employees including the Town Manager, making or confirming appointees to Town Committees, and its own internal election of officers.

## A. Board Officers & Elections

The officers of the Board of Selectmen shall be Chairman and Vice-Chairman elected annually from its members, and shall each serve a term of one (1) year. The Board Administrator, discussed in further detail below, serves as Chairman *pro tem* for administrative purposes only until a Chairman is elected, calling for an organizational meeting on the Monday immediately following the annual Town Election. All five (5) members should be present to hold the annual Board election, and the process shall begin by asking members of the Board for nominations for Chairman.

### ❖ Chairman

Following nomination, an individual member of the Board receiving three (3) or more votes, however achieved, will be named Chairman. Upon election, the Chairman of the Board's duties shall be as follows:

- Preside at all meetings of the Board;
- Act as liaison between Board of Selectmen staff, including the Board Administrator;
- Represent the Board at meetings, conferences, and other gatherings;
- Creates and reviews Board agendas in concert with Board of Selectmen staff, and in consultation with the Town Manager;
- Arranges orientation for new Board members;
- Serves as the spokesman of the Board at Town Meetings and presents the Board's position on Warrant Articles with recommended action voted in the majority.

It should further be noted that the function of the Chairman is to convey the Board's considered position on any matter on which he or she represents the Board and to direct the conduct of the meetings so that the Board's business is properly and efficiently dispatched.

### ❖ Vice Chairman

Following his or her election, the Chairman conducts the election for the Vice-Chairman, receiving nominations and conducting votes. The member receiving three (3) or more contemporaneous votes shall be elected Vice-Chairman.

Upon election, the duties of the Vice-Chairman shall be all the duties of the Chairman in his or her absence, or as requested by the Chairman.

#### **❖ Seniority & Proceedings in the Absence of Board Officers**

Seniority of Board members is determined by total length of service. Seniority in the instance of two individuals being elected at the same time and having served the same number of total terms shall be determine by the member receiving the superior number of votes at the most recent election.

In any Board of Selectmen proceeding conducted in the absence of the elected Chairman and the Vice Chairman, the most senior member of the Board in attendance shall preside as acting Chairman.

#### **❖ Removal & Vacancy of Board Officers**

The Chairman and the Vice-Chairman serve at the pleasure of the Board. As such, either may be removed from such position with a majority vote of the Board. If either the Chairman or the Vice Chairman is removed from office or resign their office, the Board will conduct another organizational meeting. The Chairman conducts an organizational meeting to replace the Vice-Chairman and the Vice-Chairman conducts an organizational meeting to replace the Chairman.

In the event of a vacancy of an office created by a vacancy on the Board itself, the minimum number of members to conduct an organizational meeting will be however many members of the Board remain in service, with three (3) being the minimum number for a quorum.

#### **❖ Board Tradition on Elections**

While not a binding policy, it has been the tradition of the Board to appoint as Chairman and Vice-Chairman the two (2) individual Board members who would be up for re-election in the next regularly scheduled election cycle. Traditionally, of these two members, the individual with the most seniority on the Board has served as Chairman and the other as Vice-Chairman, except in the case where the senior member had already served as Chairman, in which case the junior member served in the Chairman or the Vice Chairman office. Whenever both members continued to serve concurrently – in three (3) years the roles were reversed.

Further, it is also the Board's tradition, that when applicable, each member of the Board has served as Chairman at least once every six years. In the case of the member that runs alone, every three (3) years, the Board has elected that individual as Chairman. One of the two (2) members who would be up for re-election in the Spring has been voted as Vice-Chairman. In the one instance where two (2) individuals were newly elected to the Board, neither had seniority and the Board followed the nominating and election process outside of the aforementioned tradition.

## **B. Board Vacancies**

Pursuant to §3 of the Town Manager Act, when a vacancy occurs in the actual membership of the Board of Selectmen (as opposed to vacancy of the offices of Chair or Vice Chair), for any reason other than the expiration of a term, the remaining selectmen and the moderator, within thirty days after such vacancy occurs, shall appoint another selectman to fill the vacancy until the next Town election, at which the voters shall elect a selectman for the remainder of the unexpired term. A majority of the ballots of the officers entitled to vote shall be necessary to such appointment.

## **C. Board Employees**

The Board of Selectmen is responsible for hiring and supervising the following Town Employees:

- Town Manager;
- Town Comptroller;
- Office of the Board of Selectmen staff, including the Board Administrator;
- Zoning Board of Appeals Administrator; and
- Parking Clerk.

A current job description for each of the above positions is annexed to the Handbook in Appendix Section A-1. While the hiring and supervision of all Board appointed Town Employees is firmly vested within the Board, the Selectmen as a body should utilize the professional expertise and resources of the Town Human Resources Director.

### **C-1. Appointment of the Town Manager**

The Board shall appoint the Town Manager in accordance with the Town Manager Act and will endeavor to utilize the best current practices to provide for the search for, and recruitment of Town Manager candidates.

The Board shall set the Town Manager's compensation and other material conditions of employment they deem appropriate by written contract, so long as such terms and conditions shall not be in conflict with the Town Manager Act.

## **D. Statutory Direct Board Appointments**

In accordance with §4 of the Town Manager Act and Massachusetts General Laws, the Board is vested with the authority and responsibility to directly appoint a variety of Town officials in varying contexts in part-time or seasonal capacities, traditionally considered distinct from other

Board or Town Employees. It is the policy of the Board to appoint qualified citizens representative of the Town's population to the extent possible.

A non-exhaustive list of significant Board direct appointees includes the following:

- Registrars of Voters (the Town Clerk who also serves as a Registrar, but is not appointed);
- Election Officers for the Town's 21 Precincts, including a Warden, Deputy Warden, Clerk, Deputy Clerk, Inspectors, and other officers as required;
- Zoning Board of Appeals, both members and associate members;
- Arlington Cultural Council;
- Public Memorial Committee members; and
- Certain Special Police Officers as appropriate.

Further information on each of the aforementioned statutorily authorized direct appointments may be found in Appendix Section A-2. (add definition/MGL )

Town residents, private groups, and/or Town Committees, Boards, and Commissions are all welcomed to request a specific appointment before the Board, but should make such requests in writing to the Office of the Board of Selectmen setting forth the bases for such requested appointment with supporting materials, and prepare to attend a Board meeting to discuss their request. Further information on requests to the Board may be found in the sections of this document discussing agendas of the Board.

#### **D-1. Re-Appointments of Direct Appointees and Holdover Appointees.**

The Board, through its Office shall endeavor to notify in writing any presently serving direct appointees of the Board in advance of the expiration of their term of appointment. After receiving such notice, appointees are encouraged, though not required to promptly submit any information to the Board that would assist the Selectmen in determining whether re-appointment should be made or the body should seek other candidates in advance of the expiration of the relevant term.

In the event that an appointee has not resigned, been reappointed or replaced by a new appointee by the date of the expiration of his or her term, such person will be considered a holdover appointee. A holdover appointee shall continue to serve in such appointment with all the duties and responsibilities of such position remaining, but is subject to removal at anytime by vote of the Board.

## **E. Creation of and Appointments to Committees of the Board of Selectmen**

In addition to specific statutorily authorized appointments, the Board may, from time to time create committees, subcommittees, and working groups that report directly to the Board for the purpose of advising the Selectmen on specific issues. These bodies are not authorized to create or establish policy. Rather, the Board charges such bodies, specifically and/or generally with advising the Board either orally or in writing, and then acts upon recommendations of such bodies. Hence, it remains the Board's ultimate responsibility to discharge their obligations with respect to any matter referred to a committee or working group of the Board.

Moreover, work for or membership on such committees of the Board shall not be considered a "town office" for the purposes of the Town Manager Act. As such bodies do not possess authority independent of the Board, any Selectmen's membership and participation on such committees or working groups of the Board is not construed to constitute the holding of multiple offices under §9 of the Town Manager Act.

## **F. Confirmation of Appointments by Other Town Officials**

### **F-1. Town Manager Appointees**

In accordance with the Town Manager Act, Massachusetts General Laws, and Town Bylaws, the Town Manager makes appointments to certain Boards, Committees and Commissions subject to the confirmation of the Board of Selectmen, including, but not limited to the following:

- Arlington Redevelopment Board;
- Board of Health;
- Parks and Recreation Commission;
- Board of Cemetery Commissioners;
- Board of Library Trustees;
- Board of Commissioners of Trust Funds;
- Tree Warden;
- Historical Commission;
- Conservation Commission;
- Board of Directors of Youth Services;
- Disability Commission;

- Council on Aging;
- Arlington Human Rights Commission; and
- Arlington Committee on Arts and Culture.

In the interests of efficiency and providing the public the opportunity to provide effective input, for each appointment by the Town Manager to be confirmed by the Board of Selectmen, the Board requests the Town Manager proceed as follows:

1. Submit pertinent information about the any appointments due to expire within sixty (60) days of such expirations;
2. Once a potential appointee has been identified, the Town Manager shall submit a letter of intent to the Board regarding any intended appointee as soon as possible in advance of the next regularly scheduled Board meeting; and
3. A letter requesting confirmation of an appointee will be submitted at the next regularly scheduled meeting following the letter of intent.

## **F-2. Treasurer Appointments**

The Town Treasurer is authorized to appoint an “Assistant Treasurer,” subject to confirmation by the Board of Selectmen. G.L. c. 41 §39A. While the Assistant Treasurer is a Town Employee, for any such appointment, the Town Treasurer is requested to follow the same procedure outline for Town Manager appointments above.

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Board meetings and hearings are the primary manner in which the Selectmen as a body conduct their work, both by tradition and operation of law. This section outlines the significant policies and practices of the Board in arranging and conducting meetings and hearings.

#### **A. Notice of Meetings**

The Office of the Board of Selectmen, on behalf of the Chairman, is responsible for filing appropriate public notice of any Board meeting or hearing with the Town Clerk and post on the website at least 48 hours in advance, excluding Saturdays, Sundays and Legal Holidays. The Office of the Board of Selectmen, including the Board Administrator, shall take all steps necessary to ensure Board notices comply with requirements of the Open Meeting Law, as well as any other notice requirements germane to a given public hearing or agenda item under the laws of the Commonwealth.

Typically, notice must set forth the following information regarding any meeting or hearing:

- Date and time of meeting;
- Place of meeting; and
- A list of topics the Chair reasonably anticipates to be discussed at the meeting or hearing. (See also Agendas, set forth in §5.C below).

#### **B. Schedule & Location**

Unless otherwise set forth on meeting notices, regular meetings of the Board are held at least twice per month on Monday evenings September through June. Meetings are commenced generally at 7:15, and all business is to conclude by 11:00 p.m. unless extended by Board vote. The location of meetings unless otherwise specified in notices is in the Selectmen's Chambers on the second floor of Town Hall.

During July and August, meetings may be scheduled on a monthly basis. The Board shall not meet on days designated as legal holidays. Meetings falling on a legal holiday are cancelled or rescheduled for another date at the discretion of the Board.

#### **B-1. Hearings & Special Meetings**

Hearings (conducted separately from regular meetings) and special meetings of the Board may be scheduled at the discretion of the Board regarding any matter within their jurisdiction. Subjects of special meetings or hearings may include matters such as setting Board and Town Manager goals and objectives for the year, or warrant articles where regular meetings would not provide sufficient time to address all appropriate articles within a given Town Meeting cycle.

Any special hearings or meetings follow the normal notice procedure absent an emergency, or pertinent provisions of law setting forth further notice criteria than the Open Meeting Law.

## **B-2. Emergency Meetings**

An “Emergency Meeting” is defined by law as a sudden, generally unexpected occurrence or set of circumstances demanding immediate action. Emergency meetings of the Board may be called by the Chairman or any Member of the Board through the Board Administrator consistent with the requirements of the Open Meeting Law, which allows a meeting in special circumstances even though no notice was previously posted.

However, a notice should be posted at the earliest possible juncture; all Board members must be notified by the Board Administrator; and a majority of Selectmen must agree to convene an emergency meeting.

## **C. Agendas**

### **C -1. Responsibility**

The Chairman of the Board holds the responsibility for coordinating and planning the regular agenda utilizing digital meeting management. Each of the Members of the Board and the Town Manager may request items be placed on the agenda, but must communicate their desired agenda items both to the Chair and the Office of the Board of Selectmen. Ultimate authority over what items are to be placed on an agenda is vested in the Chair. However, any dispute with respect to agenda items requested, but not placed on an agenda, by members of the Board or the Town Manager may be raised during “new business” within a Board meeting.

The Board Administrator, after consultation with the Chairman, shall schedule a realistic time period for each appointment, interview, conference, or other scheduled item of business and shall confirm all appointments including time allotted. Further, the Chairman, in consultation with the Board Administrator and the Town Manager, shall decide the meeting date on which any given agenda item shall appear.

### **C-2. Timing**

All items, including background and reference materials for a regular meeting agenda must be submitted to the Office of the Board of Selectmen by twelve noon on the Wednesday preceding the meeting so an agenda may be posted in a timely fashion.

Items of emergency or strictly routine nature that develop after closing of the agenda may be considered under “new business.” However, persons seeking action or approval from the Board such as license and permit applicants are advised that the Selectmen will not ordinarily place untimely requests on the agenda due to lack of diligence by such applicants.

Moreover, to the extent feasible, the Office of the Board of Selectmen shall provide a revised agenda enumerating emergency or other authorized items added after the closing of the agenda, in advance of the meeting.

### **C-3. Format and Content**

Agenda items will appear in a Board approved format. See Sample Agenda attached in Appendix Section A-3. An agenda item should be followed by the name of the person or board or committee requesting the item to be placed on the agenda.

### **C-4. Release and Distribution of Agenda Materials**

For regular meetings the complete agenda with supporting materials (unless unavailable) shall be available to the public and the press at the Selectmen's office or on the website no later than noon Friday before the meeting date and shall be posted on the Town's website that same day. Similarly, the official weekly agenda will be available to the Selectmen, the Town Manager, and Town Counsel on Thursday evening with all supporting materials (unless unavailable) including copies of the minutes and all important correspondence, reports and other pertinent background materials shall be electronically accessible to the Members of the Board, the Town Manager, and Town Counsel with the agenda.

The special meetings of the Board shall conform insofar as practical to the agenda for the regular Monday meetings. Distribution shall be as outlined above to the extent possible.

Additional copies of the agenda shall be available in sufficient quantity to distribute to those requesting a copy and to the people in attendance at the meetings.

### **C-5. Notification of Interested Parties**

The Office of the Board of Selectmen shall notify persons who are directly involved in the issues to be discussed by the Board of Selectmen. This shall include items requested by the Town Manager.

## **D. Meeting and Hearing Procedures**

Meetings are to be conducted in accordance with generally accepted rules of parliamentary procedure. It is the Board's practice that application of such procedure be on a relatively informal basis, due to the size of the group and the desirability of flexibility in the expression of opinion. Robert's Rule of Order is used as a guide in matters requiring clarification or definition.

A quorum shall consist of three members of the Board. As a practical courtesy, action on critical or controversial matters, the adoption of policies or the making of critical appointments shall be taken whenever practicable only when the full Board is in attendance.

Actions and decisions shall be by motion, second and vote. Split vote will be identified by name. When only three members of the Board are present or in the case of nominations, no second will be required prior to Board action.

#### **D-1. Remote Participation**

The Board approves the use of remote participation by Members of the Board within the bounds allowed by the Open Meeting Law. All votes taken when any Selectmen participates remotely shall be conducted by roll call vote.

### **E. Citizen Participation at Board of Selectmen Meetings**

Unless directly involved in a public agenda item or within a hearing, citizens may only participate at a regular Board meeting at the discretion of the Chairman, or upon request of any member of the Board.

A Public Comment or “Citizens’ Open Forum” period will be scheduled at each meeting to hear concerns of the general public. Citizens are welcome to raise new issues for future board agendas, identify community problems, and comment on past, present or future board agendas.

The issues raised will not typically be debated at such time.

Further Citizen’s Open Forum shall be conducted under the following rules:

1. Persons wishing to participate in Citizen’s Open Forum should sign up to speak on an appropriate Forum list prior to the commencement of the meeting and will generally be recognized in order;
2. There will be no vote or other actions by Board members based on Forum public comments;
3. Each speaker may speak only once for a maximum of three (3) minutes;
4. As noted by the Attorney General’s Office, each speaker must first be recognized by the Chair before speaking;
5. Before speaking participants should state their names, addresses, and if known, precincts; and
6. All speakers will adhere to our commonly agreed upon standard of civility, specifically:
  - a) treat others with respect;
  - b) avoid personalities, refraining from disparaging remarks about any person or group, including employees; and

- c) refrain from any conduct which substantively disrupts the Board's ability to conduct business.

Additionally, members of the public may present the Board with materials in support of their comments. However, presentation of audiovisual materials will only be allowed at the discretion of the Chair and must be provided to the Office of the Board of Selectmen by twelve noon on the Wednesday prior to the meeting.

### **E-1. Public Recording of Meetings**

Board of Selectmen Meetings are broadcast and recorded by Arlington Community Media, Inc., which provides members of the public free access to such recordings. However, audio and video recordings of meetings by members of the public are permitted under State Law so long as such recording does not interfere with the conduct of the meeting. By law, the Chairman must be notified by any member of the public of their intention to record a meeting before the meeting commences. The Chair shall announce any such personal recordings as proscribed by law.

## **F. Executive Session**

If practicable, Executive Sessions, other than a few minutes in duration, will be scheduled only at the end of the Open Meeting. Only items clearly allowed under the Open Meeting Law shall be included in Executive Session. An Executive Session shall not be held unless the Board has first convened in Open Session for which notice has been given. However, nothing herein shall restrict the Board from entering executive session at any time for any lawful purpose not previously reasonably anticipated by the Chair. A majority of the members must vote to go into Executive Session and the vote of each member must be by roll call recorded in the minutes. The mover must specify in the Open Meeting the grounds on which Executive Session is sought. Before the Executive Session, the Chairman must state whether or not the Board will reconvene in Open Session.

- Executive Session Votes

All votes taken in Executive Session shall be recorded roll call votes made part of the records of the Executive Session.

- Executive Session Records

The Board must maintain accurate records of both Open Meetings and Executive Session. At a minimum, the records must set forth "the date, time, place, members present or absent and action taken." Executive Session records shall remain confidential only "so long as the publication may defeat the lawful purpose of the Executive Session, but no longer." Thereafter they shall be open to the public. As such, the Board should periodically review its executive session minutes every three (3) months and vote to maintain confidentiality or release such records for public review following recommendations by Town Counsel.

## **G. Minutes**

The Board Administrator shall draft minutes and shall distribute such minutes to the Board. Minutes are circulated to the Board on or before any Friday preceding a regular meeting for approval at such next regular meeting of the Board.

On request of any Selectman, approval of minutes submitted shall be postponed for one week to enable such Selectman to propose and circulate proposed amendments. Proposed amendments must be circulated to each member not later than the Friday preceding the meeting at which approval is sought.

Minor typographical corrections may be made with respect to minutes otherwise in order for approval, without advance circulation of such corrections or Board approval.

Minutes shall contain a statement of all actions taken by the Board and of the disposition of all proposals for action. Discussions preceding action need not be detailed in the minutes.

Approved minutes shall be recorded and filed consistent with Town Bylaws and Massachusetts Public Records Laws. Minutes of executive sessions shall be separately kept and recorded in accordance with the above procedures.

## **H. Electronic Communications**

Electronic communications provide a powerful and efficient resource for Board members' communication. However, e-mail also poses risks of both perceived and actual Open Meeting Law violations. Accordingly, in keeping with the best current practices in government transparency and Open Meeting Law compliance, Selectmen should endeavor to:

- Refrain from any electronic communication exchanges between a quorum of members of the Board regarding Town business;
- Limit electronic communication exchanges between any members to discussion of procedural items regarding agendas and scheduling, etc.; and
- Refrain from debating policy or conveying opinions on matters before the Board via electronic communication among members of the Board whether or not among a quorum of members.

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Town Meeting is the historic form of government for towns throughout the Commonwealth. Arlington has adopted a “representative” form of town meeting pursuant to G.L. c. 43A, in which 252 elected citizens of the Town from 21 precincts serve as Arlington’s legislative body. The Board of Selectmen serve many important functions in the Town Meeting process – opening the warrant, holding substantive hearings on proposed warrant articles to be considered at Town Meeting, and ultimately participating in Town Meeting to present the Board’s recommendations.

#### **A. The Warrant**

For the annual Town Meeting, the meeting cycle begins in December with the opening of the “Town Warrant,” which is the instrument for calling a Town Meeting and must contain a list of all items to be acted upon at Town Meeting with reasonable specificity. Pursuant to Title I, Article 1 §2 of the Town Bylaws, the Town Warrant for annual meetings opens no later than the first week of December, and closes no earlier than the last Friday of the following January. The Board must post due notice of the opening and the closing of the Warrant consistent with the laws of the Commonwealth and the Town Bylaws. Further, all articles to be included are managed by the Selectmen. Hence each article, regardless of its proponent must be submitted in writing and electronically to the Office of the Board of Selectmen before the closing of the Warrant. There are three means by which articles may be submitted:

1. The Board of Selectmen place an article on the Warrant by vote.
2. The Town Manager, an official Town board, commission, committee, or department head requests placement of an article on the Warrant. These requests are honored as a courtesy and do not reflect the Board’s position on the article itself.
3. Ten Registered Voters submit an article by petition. Registered voters are required to sign the petition by hand and each signature must be accompanied by an address.

Citizen proponents of warrant articles should, as a precaution, obtain more than ten signatures of registered voters supporting their petition. Further, citizens are strongly encouraged to contact Town Counsel in a timely fashion in order to ensure their proposed articles seek action within Town Meeting’s authority, are provided to appropriate Town bodies for hearings, and are in best practicable form.

Following the closing of the Warrant in January, the Selectmen arrange the format and order of the Warrant articles. The Board may receive input from other Town bodies and officials, but ultimate discretion remains vested with the Selectmen.

As a final note, some articles placed on the Warrant under the Selectmen’s jurisdiction may require extra considerations, such as notice to owners of real property in instances of eminent domain takings. In such instances, the Office of the Board of Selectmen is charged with providing notice or taking other extra measures as may be required.

## **B. Warrant Hearings & Report of the Board of Selectmen**

After the close of the Warrant, the Board of Selectmen conducts hearings on warrant articles within their jurisdiction. Matters within the Board's jurisdiction are generally any article not subject to review by the Finance Committee (articles seeking appropriations of funds) or the Arlington Redevelopment Board (zoning articles).

Board Warrant Article Hearings may be conducted as a part of regular meetings of the Selectmen, or as special meetings, but generally follow the same procedures and rules set forth in Chapter 5.

The objective of Board Warrant Article Hearings is to develop recommendations of the Board on each article before it by majority vote, to be set forth with the comments in the Report of the Board of Selectmen in advance of Town Meeting. Proponents of articles under the Board's jurisdiction should attend and be prepared to present arguments in favor of their article at the appointed hearing. Failure to present at the Board Warrant Article Hearing deprives the Board and the Town the opportunity to fully examine and debate the issues to be advanced by the proposed article. As such, absent good cause shown, the Board will not recommend positive action on any article which fails to be presented at its appointed Board Warrant Article Hearing regardless of the substance of such articles.

Where the Board supports taking some action contemplated by an article, regardless of how it appears before the Board, the Selectmen, with assistance of Town Counsel, shall develop a motion for Town Meeting to take a specific action. Where the Board opposes an article, it will recommend a vote of "no action" to Town Meeting in its report. While respecting Town Meeting's prerogative, the Board especially urges the Moderator and Town Meeting Members to Procedurally and substantively support "no action" recommendations in such instances where article proponents fail to present at the appropriate Board Warrant Article Hearing and thus leave the details of their proposal to be presented for the first time on Town Meeting floor.

## **C. Town Elections**

Generally held on the first Saturday of April, the Town Election is called by the Selectmen, and serves to elect Town officers including Town Meeting Members, as well as place appropriate ballot questions to the voters. See Town Bylaws, Title I, Article 1, §1. Town Elections are technically part of the annual Town Meeting, but no other substantive business, such as actions on warrant articles are taken at such time as Town Meeting Members have yet to be determined until polls are closed and votes counted.

Both polling hours and locations are designated by the Board of Selectmen. Polling has generally opened at 8:00 a.m. and closed at 8:00 p.m.

Election officers working the polls are appointed in accordance with G.L. c. 54 §12 and include the following for each precinct:

- Warden
- Clerk
- Inspectors
- Tellers (known as “reliefs”).

#### **D. Town Meeting**

The legislative business of Town Meeting is convened at a time and place designated by the Selectmen, usually on the fourth Monday in April for consideration of all articles in the Warrant, except election. See Town Bylaws, Title I, Art. 1 §1.

Town Meeting has been historically held at Town Hall, starting at 8:00 p.m. with adjourned meetings held on the following Wednesdays and Mondays, or as otherwise voted by Town Meeting, until the conclusion of all business.

The Town Moderator calls Town Meeting to order, and generally presides over Town Meeting. The Chairman of the Board of Selectmen is the spokesman for the Board at Town Meeting and presents the Board’s positions as voted in the majority and codified in the Report of the Board of Selectmen. The Chairman may however designate any other member of the Board to speak on the Selectmen’s behalf, and it is the position of the Board that individual Selectmen should have the privilege to be recognized by the Moderator at Town Meeting regardless of their status as Town Meeting members.

Further information on the conduct of Town Meeting may be found throughout Town Bylaws, Title I, Article 1.

#### **E. Special Town Meeting**

Special Town Meetings are those meetings of the Town’s legislative body outside of the schedule and cycle for the annual Town Meeting. A Special Town Meeting may be called at the discretion of the Selectmen and the call is also issued by a Special Town Meeting Warrant.

A Special Town Meeting must be called by the Selectmen upon petition of 200 registered voters within forty-five (45) days of receipt of said petition.

The Warrant for a Special Town Meeting must be posted for notice in accordance with all legal requirements. The time and place of the meeting is determined by the Selectmen. The Warrant is also usually kept open for one business day.

Finally, it should be noted that for any Special Town Meeting, articles by citizen petition must be submitted with the signatures and addresses of one hundred (100) registered voters rather than then ten (10) required for the annual Town Meeting. However, in nearly all other respects, Special Town Meeting functions with the same procedures as the regular annual Town Meeting.

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Detailed license and permit policies and requirements are set forth in the Selectmen's License & Permit Policy Manual, available in the Selectmen's Office. The following fee amounts have been approved by Town Meeting (Title IX, Article 3, § 6 of the Town Bylaws) or are otherwise authorized by the General Laws and/or approved by the Board:

LICENSES

\*All Alcohol Package Store License (5)

All Alcohol Restaurant License (15)

Wine & Malt Beverages Only License (15)

All Alcohol Club License (7)

Special Alcohol License (varies)

Theatre License (1)

Automatic Amusement License (5)

Cable Television License (3)

Contractor Drainlayer License (53)

Common Victualler License (75)

Food Vendor License – Take Out Only (26)

Fortune Teller License (0)

Class I Auto Dealer License (new cars) (3)

Class II Auto Dealer License (used cars) (18)

\*Class II Auctioneer License (5)

Lodging House/Inn Holder License (5)

Public Entertainment License (10)

Secondhand Dealer License (2)

\*Taxi Cab License (42)

***\*No more licenses available at this time***

PERMITS

Awning/Sign Permit (12)

Block Party Permit (varies)

Café/Outside Seating Permit (8)

Parking Exception Permit (varies)

Street Performance/Special Event Permit (varies)

The Board of Selectmen serves as the Local Licensing Authority (“LLA”) under state law and Alcohol Beverages Control Commission (“ABCC”) regulations, and is authorized by special legislation to issue the following types of non-transferable alcohol licenses:

- Restaurant Liquor Licenses, which permit service of alcoholic beverages on site within food-serving (Com Vic) licensed Arlington establishments:
  - 15 “All Alcohol Licenses,” in restaurants with fifty (50) or more seats (15/15 issued); and
  - Unlimited “Wine & Malt Only” Licenses (32 issued);
- 5 Package Store Licenses for all alcohol, which permit the operation of liquor stores in Arlington (5/5 issued);
- One Day/Special Licenses (both “All Alcohol” and “Wine & Malt Only,” which are generally for special, limited-time events;
- Theatre Licenses (Wine & Malt Only) for private premises with a minimum of 100 seat capacity, which permit beer and wine in Arlington theatres (1 issued);
- “All Alcohol” Clubs Licenses, which permit alcohol service at Arlington clubs (5 issued); and
- Farmers Market (“Wine & Malt Only”) Licenses, which permit the sale and limited sample pouring for approved agricultural events such as appropriate farmers markets (3 issued).

For each of the above-listed licenses, there is a separate application process and detailed policy set forth in the Selectmen’s License & Permit Manual. However the following general policies and guidelines apply to all alcohol licenses in Arlington.

#### **A. General Statement of Policy**

The Board also intends that all service and consumption of alcohol in the Town of Arlington be done responsibly and in conformance with all legal requirements. In service of these goals, as previously noted, licenses will be issued under the Policies, Rules, and Regulations specific to each type of license as set forth in the License & Permit Manual.

## **B. Timing & ABCC Approvals**

As a general matter, interested parties should begin the process of applying for any alcohol license with obtaining the appropriate application forms from the ABCC available at: [WWW.MASS.GOV/ABCC](http://WWW.MASS.GOV/ABCC)

The Office of the Board of Selectmen will assist applicants to the extent feasible, but a *fully completed package must be received* in order for any license application to be placed on the Board's agenda. Applicants should allow *8-12 weeks* from the submission of a complete package for the Board to process and approve any license, and for the ABCC to confirm same. Applicants are reminded that a Selectmen-approved license is not valid until the ABCC confirms same.

## **C. Safeguards & Penalties**

Applicants and license holders are encouraged, train staff in alcohol service safety programs. Applicants who certify that they have received such training may be eligible for a discounted license fee.

Violations of laws, regulations or Board policies regarding alcohol licenses may result in suspension, revocation, or denials of future licenses by the Board of Selectmen, the ABCC, or both, as well as other civil or criminal penalties where appropriate.

## **D. Changes to Licenses**

License-holders are required to update their license with the Board and the ABCC. Questions about changes to licenses should be directed to the Office of the Board of Selectmen.

## **E. Alcohol Policy Changes**

Persons seeking any change to alcohol policies should contact the Office of the Board of Selectmen and Town Counsel.

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The Board of Selectmen serve as the primary regulatory authority over streets throughout Arlington, including establishing Traffic Rules and Orders, regulating all public parking, and serving as the custodian of public ways, sidewalks and their appurtenant fixtures, such as islands, benches, and streetlight poles.

## A. Public Ways

Public Ways are those streets in Arlington which were laid out and accepted by the Board of Survey or other appropriate authority. The Selectmen no longer act as the Board of Survey, but maintain a wide range of responsibilities relative to traffic rules, parking, permits, licenses, approvals, and enforcement of regulations on the use and maintenance of public ways. See e.g., G.L. c. 40 sec. 22 (traffic rules and orders), Title III of the Town By-Laws (Public & Private Ways). These duties and responsibilities include, but are not limited to:

- Promulgating Traffic Rules and Orders;
- Establishing parking policies and regulations;
- Permitting uses of Public Ways such as outdoor seating for cafes and restaurants, street performances, posting of temporary notices/signage;
- Setting and enforcing waste and snow removal responsibilities; and
- Setting and enforcing Minuteman Bikeway hours in Arlington.

### A-1. Traffic Rules & Orders, Parking, and Advisory Committees

It is the policy of this Board to establish Traffic Rules and Orders, which manage the wide range of traffic, transportation, and parking concerns and perspectives in Arlington, principally to ensure public safety and accessibility, but also to reasonably balance other important, (and sometimes competing) community goals.

To this end, the Selectmen will continue to be responsive resident input, but also employ the expertise of the Parking Committee and Transportation Advisory Committee to carefully study and make recommendations on appropriate issues.

Traffic Rules & Orders and the Board's Parking Policies and Regulations may be found on the Town's website or through the Selectmen's Office.

### A-2. Use of Public Ways and Fixtures for Publicity & Promotion

As the custodian of public ways and certain fixtures, such as streetlight poles, the Board permits temporary posting or installation of notices, signs, or banners to publicize upcoming events or to designate or promote the unique commercial, historic, or cultural character or status of an area or district within the Town.

Interested parties should contact the Selectmen's Office for further information and ensure that notices, signs, or banners posted on any Town-owned fixture or property comply with all relevant Zoning and Town bylaws as well as other policies of this Board.

## **B. Private Ways**

So called “private ways” primarily consist of streets which were laid out by a public authority but never accepted as a public way.<sup>2</sup> Abutting landowners have shared property interests in private ways and the general responsibility to maintain them, but must allow the public a right of access over such ways.

### **B-1. Betterments.**

Pursuant to G.L. c. 40 § 6N, the Town has adopted a bylaw by which abutters may petition the Selectmen for repairs to private ways (Title III, Art. 3), commonly known as “betterments.” Interested residents should contact the Selectmen’s Office for a betterment packet detailing the process, costs, and limitations of betterment orders.

## **C. Public Utilities**

In its capacity as Arlington’s Board of Public Works and Water and Sewer Commissioners, the Selectmen hear requests by public utilities for permissions to access and excavate the streets for appropriate purposes, as well as overseeing other important public utility matters such as removal of double utility poles in Arlington. This Board understands and appreciates the needs of utilities to maintain and upgrade their infrastructure, as well as to respond to emergencies for the safety and service benefit of Town residents. However, we strongly encourage public utility representatives to coordinate projects and information both within their own parent companies (for instance, to be prepared to address a broad range of questions and concerns when before the Board), and with the Department of Public Works’ regarding their roadway improvement projects in the interests of maximizing the Town’s investment in roadway infrastructure and minimizing disruptions to residents.

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<sup>2</sup> The majority of “private ways” in Arlington are more precisely defined as “statutory private ways,” and distinct from the less common “true private ways,” which were never laid out by a public authority.

# Appendix Section A-1

## **BOARD ADMINISTRATOR**

### **Definition**

Administrative and professional work assisting the Board of Selectmen to discharge the duties of the office; all other related work, as required.

### **Supervision**

Works under the administrative direction of the Chairperson of the Board of Selectmen, in accordance with general instructions and requiring the ability to plan and perform duties independently.

Performs a variety of administrative and professional duties, requiring a thorough knowledge of town operations and the exercise of considerable judgment and initiative in responding to inquiries, particularly in situations not clearly defined by precedent or established procedures.

### **Supervisory Responsibilities**

Supervises two full-time employees.

### **Work Environment**

Work is performed under typical office conditions; work environment is moderately quiet. Employee is frequently required to work outside of normal schedule. Work fluctuates as a result of Town Meetings, town elections, Town Day and other events; however, these variations in work can generally be scheduled.

The employee operates standard office equipment.

Duties are primarily devoted to public contact; employee has frequent contact with the general public, Board of Selectmen, Town Manager, other town departments, and various local organizations. Contacts require courtesy and discretion; contact is in person, by telephone, and in writing.

The employee has access to town-wide confidential information, such as personnel records, law suits, and criminal investigations.

Errors could result in significant delay or loss of services, adverse public relations, legal repercussions and monetary loss.

### **Essential Duties and Responsibilities**

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

Prepares agendas and information packets for the Board of Selectmen; prepares the minutes for meetings of the Board of Selectmen, ensuring accuracy and that minutes reflect the true nature of issues discussed.

Prepares the Annual Town Meeting Warrant; provides draft copies of the warrant to Town Meeting members, as well as hearing schedules; prepares the Selectmen's Report to the Town Meeting, which

records votes of the Board of Selectmen on each warrant article; ensures that the report is distributed to Town Meeting members.

Keeps the Board of Selectmen informed concerning the daily operations of the town, by discussing matters by telephone, sending e-mails and routing copies of letters to members of the Board; sets up hearings; responds to specific information requests of the Board.

Investigates and follows up on complaints and concerns which have come into the Selectmen's office; monitors spending of the office; oversees the operations of the office; maintains liaison with the Office of Town Manager.

Coordinates requirements and procedures relating to public hearings and licensing matters which are under the jurisdiction of the Board of Selectmen.

Supervises and advises staff on handling issues and assists staff to ensure duties are effectively performed.

Attends meetings of the Board of Selectmen and follows up on the directives of the Board of Selectmen.

Performs other similar or related duties, as required or as situation dictates.

### **Recommended Minimum Qualifications**

#### **Education and Experience**

Bachelor's Degree in a related field; three to five years of public administration experience; municipal experience desirable; experience dealing with the public strongly preferred; or an equivalent combination of education and experience.

#### **Knowledge, Ability and Skill**

Thorough knowledge of municipal and state government and office practices and procedures. Knowledge of the political context of local government.

Ability to interact tactfully and appropriately with the general public and town departments. Ability to work effectively under time constraints to meet deadlines. Ability to be diplomatic and recognize the sensitivity of issues. Ability to establish priorities and recognize potential problems and sensitive matters.

Skill in the use of computer applications, including word processing and spreadsheets. Skill in organizing information and statistical records. Supervisory skills. Interpersonal skills.

#### **Physical Requirements**

Minimal physical effort is required to perform duties under typical office conditions. The employee is frequently required to sit, speak and hear. Vision requirements include the ability to read routine and complex documents and use a computer.

## **ADMINISTRATIVE ASSISTANT - BOARD OF SELECTMEN**

### **Definition**

Responsible administrative, supervisory and customer service work, supporting the operations of the Board of Selectmen; all other related work, as required.

### **Supervision**

Works under the general supervision of the Board Administrator, in accordance with established methods and procedures.

Works independently to perform a variety of duties following specialized rules and procedures; limited issues requiring clarification are referred to the supervisor.

### **Work Environment**

Performs work under typical office conditions. The volume of work is subject to cyclic fluctuations as a result of special events, license renewal deadlines, elections, and preparation for meetings of the Board of Selectmen.

The employee operates standard office equipment.

Performance of duties requires interaction with other town departments, such as Town Clerk, Assessors, Planning Department, Police and Fire Departments and inspection departments and others, as well as outside agencies; responds to inquiries in person, by telephone, e-mail, and mail.

The employee has frequent contact with agitated and occasionally hostile residents or business contacts.

The employee has access to executive session minutes and criminal investigations.

Errors could result in delay of service or monetary loss or legal repercussions.

### **Essential Duties and Responsibilities**

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

Organizes the agenda and reference materials for Selectmen's meetings; uploads meeting content into digital software system; contacts town departments and communicates with individuals pertinent to agendas (residents, utilities, businesses); composes letters and reports; files and performs other administrative functions.

Undertakes follow-up of agenda items, as required, such as preparing letters of appointment and reappointment to boards and commissions, issuance of contract/drain layer licenses, and letters to utility companies approving or disapproving petitions.

Provides administrative support to comply with Public Record Requests and Open Meeting Law requirements; posts agendas, meeting notices and minutes for Board of Selectmen and subcommittee

Answers telephones and greets visitors; answers questions and directs persons to proper offices and departments; participates in other programs organized and delivered by the Board of Selectmen. Responds to departmental inquiries made through the Town's Request/Answer Center.

Develops and maintains a database of guidelines and procedures and frequently asked questions for use by staff in the office of the Selectmen.

Daily photocopies and scans in-coming correspondence for Selectmen's packets; maintains filing system; prepares town meeting book with warrant articles; serves as primary contact for election workers, notifies precinct workers by correspondence and telephone regarding elections and recruits precinct workers, as necessary.

Oversees and administers payroll of election workers. Supports the preparation of town election warrants; ensures proper posting in conformance with Town Bylaws.

Prepares Board of Selectmen Proclamations. Processes one-day liquor licenses in coordination with Community Safety.

*Assists with special projects and events sponsored by the Board of Selectmen.*

*Assists in coordinating Town Day; performs a variety of tasks associated with Town Day.*

Performs similar or related work as directed, required, or as situation dictates.

### **Recommended Minimum Qualifications**

#### **Education and Experience**

Associates Degree; advanced training in administrative skills; two to three years of office experience; or an equivalent combination of education and experience.

#### **Knowledge, Ability and Skill**

Knowledge of office practices and procedures and municipal government.

Ability to work independently, organize time and accomplish tasks with accuracy and attention to detail. Ability to maintain records. Ability to communicate effectively verbally and in writing. Ability to organize administrative projects. Ability to work with frequent interruptions while maintaining a strong attention to detail.

Excellent computer skills, including word processing and spreadsheets. Communication and organizational skills.

#### **Physical Requirements**

Minimal physical effort is required to perform duties under typical office conditions. The employee is frequently required to sit, speak, hear, and use hands to operate equipment. Vision requirements include the ability to read routine and complex documents and use a computer.

## **PRINCIPAL CLERK - BOARD OF SELECTMEN**

### **Definition**

Responsible administrative and office duties, supporting the operations of the Board of Selectmen; all other related work, as required.

### **Supervision**

Works under the general supervision of the Board Administrator, in accordance with established methods and procedures.

Works independently to perform a variety of duties following specialized rules and procedures; issues requiring clarification are referred to the supervisor.

### **Work Environment**

Performs work under typical office conditions. The volume of work is subject to cyclic fluctuations as a result of special events, license renewal deadlines, elections, and preparation for meetings of the Board of Selectmen.

The employee operates standard office equipment.

Performance of duties requires interaction with other town departments, such as Town Clerk, Assessors, Planning Department, Police and Fire Departments and inspection departments and others, as well as outside agencies; responds to inquiries in person, by telephone, e-mail, and mail.

The employee has access to executive session minutes and criminal investigations.

Errors could result in delay of service or monetary loss or legal repercussions.

### **Essential Duties and Responsibilities**

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

Assists in organizing the agenda and reference materials for Selectmen's meetings; uploads meeting content into digital software system; contacts town departments and communicates with individuals pertinent to agendas (residents, utilities, businesses); composes letters and reports; files and performs other administrative functions.

Undertakes follow-up of agenda items, as required, such as preparing letters of appointment and reappointment to boards and commissions, issuance of contract/drain layer licenses, and letters to utility companies approving or disapproving petitions.

Provides administrative support to comply with Public Record Requests and Open Meeting Law requirements; posts agendas, meeting notices and minutes for Board of Selectmen and subcommittees.

Answers telephones and greets visitors; answers questions and directs persons to proper offices and departments; participates in other programs organized and delivered by the Board of Selectmen.

Develops and maintains a database of guidelines and procedures and frequently asked questions for use by staff in the office of the Selectmen.

Performs department deposits in conformance with Treasurer guidelines.

Processes in-coming mail for Selectmen's packets; maintains electronic and hardcopy filing system; prepares town meeting book with warrant articles; notifies precinct workers by correspondence and telephone regarding elections and recruits precinct workers, as necessary.

*Assists in coordinating Town Day; performs a variety of tasks associated with Town Day including electronic applications and spreadsheets.*

*Assists in coordinating Town Day; performs a variety of tasks associated with Town Day.*

*Performs similar or related work as directed, required, or as situation dictates.*

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### **Recommended Minimum Qualifications**

#### **Education and Experience**

High school diploma; advanced training in secretarial skills; two to three years of office experience; or an equivalent combination of education and experience.

#### **Knowledge, Ability and Skill**

Knowledge of office practices and procedures and municipal government.

Ability to work independently, organize time and accomplish tasks with accuracy and attention to detail. Ability to maintain records. Ability to communicate effectively verbally and in writing. Ability to organize administrative projects.

Excellent computer skills, including word processing and spreadsheets. Communication and organizational skills. Familiarity with MUNIS desirable.

#### **Physical Requirements**

Minimal physical effort is required to perform duties under typical office conditions. The employee is frequently required to sit, speak, hear, and use hands to operate equipment. Vision requirements include the ability to read routine and complex documents and use a computer.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*

## **PRINCIPAL CLERK AND SECRETARY - ZONING BOARD OF APPEALS**

### **Definition**

Skilled administrative and secretarial work supporting the operations and activities of the Zoning Board of appeals and the Inspections Division; all other related work, as required.

### **Supervision**

Works under general supervision, in accordance with established methods and procedures.

Performs a variety of responsible duties pertaining to an extensive body of specialized rules, regulations and procedures, unusual situations are referred to the supervisor.

### **Work Environment**

Performs work under typical office conditions. The volume of work is subject to seasonal fluctuations; attends two evening meetings per month.

The employee operates standard office equipment.

Performance of duties requires regular interaction with the public and town departments, in person and by telephone.

Administrative errors could result in legal repercussions.

### **Essential Duties and Responsibilities**

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

Coordinates and schedules meetings of the Zoning Board of Appeals; contacts members to assure their attendance; provides all documentation necessary for the meetings.

Explains the hearing procedure to possible petitioners; answers questions of abutters and other interested parties.

Provides necessary information pertaining to upcoming hearings to other town departments, such as the planning department and town clerk, including legal notice, application, building plans and plot plans.

Develops lists of abutters from assessors' information and provides abutters with legal notices, by mail.

Sends and confirms receipt of legal notices to the newspaper.

Answers phone calls for the Inspections Division; provides responses or makes referrals, as appropriate.

Assists in providing general office support to the Building Department including answering phones, taking messages and assisting customers at the counter. Process payment of all bills for Zoning Board of Appeals and Inspections Division; maintains records.

Takes applications for building, plumbing, gas and wiring permits; issues permits, as appropriate.

## **Recommended Minimum Qualifications**

### **Education and Experience**

High school diploma; training in secretarial skills; two years of responsible administrative experience; or an equivalent combination of education and experience.

Valid Massachusetts Driver's license.

### **Knowledge, Ability and Skill**

Knowledge of office practices and procedures and department programs and operations.

Ability to work independently, organize time and accomplish tasks with accuracy and attention to detail. Ability to understand specialized laws and regulations. Ability to communicate effectively verbally (to speak clearly and be understood) and in writing with the public.

Excellent secretarial and computer skills, including Microsoft Office, MUNIS, and First Class Client. Ability to speak clearly and be understood; ability to explain rules and regulations to customers in courteous effective manner. Ability maintain and develop filing systems to allow for easy access to information.

### **Physical Requirements**

Duties are performed under typical office conditions. The employee is frequently required to sit, speak, hear, use hands to operate equipment, and lift boxes of records and permits weighing up to 30 pounds. Vision requirements include the ability to read routine documents and use a computer. Ability to quickly and efficiently travel from location to location within Town.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*

## **COMPTROLLER**

### **Definition**

The Comptroller has responsible fiscal and general management responsibilities developing and maintaining financial records and controlling cash flow of all town funds, preparing and reviewing budgetary materials, exercising budget control and serving as the municipal expert in the MUNIS accounting system; all other related work, as required.

### **Supervision**

Works under the administrative direction of the Board of Selectmen, in accordance with applicable Massachusetts General Laws, town bylaws and established standards. The incumbent will be expected to report to the Board of Selectmen upon request in regard to financial matters of the Town, including but not limited to, year to date budget reports, financial statements, and audit related documents. The incumbent will also be subject to an annual performance review by the Board of Selectmen.

Performs a variety of complex and highly responsible duties requiring extensive judgment and initiative in planning, organizing, and directing the town's finances, as well as ensuring that all municipal transactions conform to law and sound municipal accounting practice.

### **Supervisory Responsibilities**

Directly supervises full-time (currently four) employees, in addition to indirect supervision of full-time and part-time employees.

### **Work Environment**

Work is performed under typical office conditions; work environment is quiet. The workload is subject to seasonal fluctuations, as well as unplanned events. The employee is required to respond to equipment-related emergencies. The employee is frequently required to attend evening meetings and meetings outside of normal business hours.

The employee operates standard office equipment and computers.

The employee has contact with town employees, town meeting members, committee members and vendors and minimal contact with the general public. Contact is by primarily telephone or e-mail.

The employee has access to department-related confidential information, including personnel files, bid documents, law suits, criminal investigations and collective bargaining negotiations.

Errors could result in delay or loss of service, monetary loss, and legal repercussions.

### **Essential Duties and Responsibilities**

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

Works cooperatively with the Town Manager, Deputy Town Manager, School Chief Financial Officer, and other Town and School financial officials in the day to day management of Town and School finances.

Manages the daily operation of the Comptroller's office, including supervision of professional and administrative staff; disciplines and evaluates the performance of staff; provides training to staff to ensure maximum efficiency.

Reviews and approves bills, drafts, purchase orders and payroll to ensure proper calculations, correct appropriation charges in accordance with town meeting votes, and ensure against fraudulent, unlawful or excessive payments; verifies and draws warrants upon town treasury for payment.

Oversees and maintains a complete set of records of account appropriations, expenditures, revenues, assessments and abatements according to statutes, bylaws and regulations; maintains storage of documents in accordance with record retention laws; examines and retains custody of all town contractual agreements; maintains a register of surety bonds of indemnity turned over to the town and maintains debt management records; maintains current knowledge of all related laws and regulations.

Prepares and distributes recurrent or special reports to comply with administrative orders, federal and state grants, and similar requirements.

Coordinates the annual municipal audit.

Provides guidance to all town departments and agencies on operation procedures in financial management; briefs responsible officials on proper submittal of bills and invoices; provides town officials with periodic balances in appropriation and other accounts. Works closely with financial leadership of the Town in the Tax Recapitulation process including preparation of all appropriation and fund balance information.

Develops budget classification systems and provides assistance to department heads and other agencies in preparing annual budget requests and salary projections; provides assistance on proper budgetary controls, including furnishing current data.

In cooperation with other Town Departments manages all town/school telecommunications equipment to ensure reliable and up-to-date service. Works cooperatively with the Chief Information Officer in the investigation, development and transition to new telecommunications technologies.

Serves as an ex-officio member of the Contributory Retirement System Board.

Serves on the Capital Planning Committee and other committees as required.

Performs other similar or related duties, as required or as situation dictates.

### **Recommended Minimum Qualifications**

#### **Education and Experience**

Bachelor's Degree in finance, accounting or a related field; five years of experience in municipal or governmental accounting and law, including supervisory experience; or an equivalent combination of education and experience. Ability to obtain and maintain status as a Certified Governmental Accountant.

#### **Knowledge, Ability and Skill**

Thorough knowledge of municipal accounting principles and practices and budgetary functions; thorough knowledge of the organization and operation of town departments and of legal controls over municipal finance in the Commonwealth.

Ability to analyze and interpret financial data and to present findings clearly in written and oral form. Ability to prepare and manage budgets. Ability to establish and maintain cooperative relationships with subordinates, town officials and governmental representatives. Ability to work independently and exercise judgment.

Skill and accuracy in working with numbers and detail. Diagnostic and problem-solving skills. Excellent computer skills including, MUNIS, word processing, and spreadsheet applications; exceptional knowledge and expertise in municipal accounting systems including the ability to produce specific and generalized reports. Excellent organizational skills.

#### **Physical Requirements**

Minimal physical effort is required to perform duties under typical office conditions; the employee may be required to move files and computer equipment. The employee is frequently required to sit, speak and hear and use hands to operate equipment. Vision requirements include the ability to read routine and complex documents and use a computer.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*

## **Town Manager Position, Profile Statement/Job Description**

The Town of Arlington is located six miles northwest of Boston and is home to approximately 42,000 residents living in a compact urban community of 5.5 square miles. Because of its proximity to Boston, Arlington residents are able to enjoy its diverse neighborhoods, active civic life, and good public transportation options. Arlington is bordered on the east by the cities of Cambridge and Somerville, on the north by the City of Medford and the Town of Winchester, on the west by the Town of Lexington and on the south by the Town of Belmont. Arlington is more affordable than many of its neighbors and thereby attracts residents who value its geographic location and quality-of-life.

The Town of Arlington was originally settled in 1635 as a village named Menotomy, meaning “swift running water.” In 1807, the name was changed to West Cambridge and renamed Arlington in 1867 in honor of the Civil War heroes buried in Arlington National Cemetery.

Arlington, which offers a diverse mix of residential settings and popular retail and entertainment options, has steadily evolved from a working-class community to a more affluent suburban town. Residents have a lot invested in the Town and come to expect good municipal services for a reasonable tax bill. The community has a strong history of supporting specific initiatives to improve the quality of these services. This support is evidenced by recent tax override initiatives to upgrade all the school facilities, and to maintain quality services.

### **Organizational Design and Governance**

Arlington is a full service community with an annual budget of \$120 million; it has approximately 400 town employees and 600 school employees. The non-partisan Board of Selectmen serves as the policy-making body of town government. The Selectmen serve for three-year staggered terms. The next election is April 2012, at which two members are up for re-election. Since 1920, Arlington has been governed by a Representative Town Meeting, to which 252 individuals are now elected from the Town's 21 precincts. Town Meeting Members serve three-year staggered terms. It is common for members to serve for many years. Town Meeting, which runs twice weekly for many weeks from April to June, is the Town's legislative body.

Town Meeting is advised by an appointed 21-member Finance Committee. The Committee is Town Meeting's independent advisor on budgets and appropriations. It also advises on a full range of legislative matters presented to the Town Meeting at either its Annual or Special sessions. Arlington voters elect the five-member Board of Selectmen, the Town Moderator, Town Clerk, Town Treasurer, Board of Assessors, School Committee, and Housing Authority.

In 1952, the Town adopted a Town Manager form of government, creating a chief executive officer who reports directly to the Board of Selectmen. The Board of Selectmen appoints the Town Manager and also the Comptroller, the Board's Administrator, the Arts Council, Zoning Board of Appeals, Board of Registrars of Voters, Historic District Commissions, Arlington Preservation Fund, Fair Housing Advisory Committee, Public Memorial Committee, Cyrus Dallin Art Museum Board of Trustees, and Economic Development and Tourism Committee.

The Town Manager, in turn, appoints a range of staff and department heads including Town Counsel and the heads of all the major operating departments. Additionally the Manager, with the approval of the Selectmen, appoints members of 14 boards and committees vesting in the Manager considerable influence in shaping the community and its priorities. Added to this mix of elected and

appointed officials and decision-making processes is an active volunteer network. Any Town Manager must be skilled at navigating this complex organization. Successful leadership requires a strong personality,

professional skills, resourcefulness, and adept political talents to work with independent elected officials, legislative processes and schedules, and influential citizen groups.

### **Challenges for the Town Manager**

As a Standard & Poor's AAA rated community, officials and residents have come to expect a well-managed municipal service operation. Since the imposition of Proposition 2 ½ in the early 1980s, Arlington has been disadvantaged by the state aid formulas which has necessitated annual increases in property taxes. This situation was ameliorated somewhat by the growth of the regional economy in the 90s, but now Arlington is facing significant problems as state aid has declined and local revenues have stagnated. Responding to, and managing in, this economic environment is the core responsibility of the Town Manager. The Town's structural deficit for the past six years and for the next three to five years has been addressed through a combination of two tax overrides (2005 and 2011), long range financial planning, tight budgets, health care reform measures, and productivity improvements. In 2012 the Town will be getting its employee and retiree health insurance through the Commonwealth's Group Insurance Commission (GIC). It will be the responsibility of the Manager to monitor successes and failures of that move and to report back to the Town leadership after each year's involvement.

Some of the more significant future challenges include:

#### *Fiscal Challenges*

While the Town's fiscal position should be stable for the next three to five years, the Town's underlying structural deficit has not abated. Developing a more sustainable financial position through long-term revenue growth and more cost effective service delivery is the greatest challenge.

#### *Economic Development*

In order to achieve long-term growth in sustainable revenues, a focus has to be placed on economic development. Providing leadership and guidance in a planning process that will promote appropriate business development so as to expand and diversify the Town's tax base is crucial. Arlington's tax base is 94% residential and only 6% commercial.

#### *Public Infrastructure*

The Town has made a significant investment to upgrade its infrastructure, particularly its school buildings, but much more remains to be done. Aging buildings, such as the Community Safety Building, Central Fire Station, and High School, along with aging water and sewer systems, streets and sidewalks, and parks will all require substantial investments.

#### *Employee/Union Relations*

The Town Manager is responsible for all municipal union negotiations. Given the Town's limited fiscal resources, and pension and health care ongoing costs and accrued liabilities, maintaining competitive salary schedules and positive employee relations is a challenge.

#### *Management Team Development/Retention*

Over the last several years the Manager has hired several key department managers. The Manager needs to ensure that there are appropriate professional development opportunities for the entire management team. In addition, there will likely be several key management positions turning over within the next five years. The ability to recruit, lead, develop, and retain a cohesive management team is crucial. It is imperative that the Manager be committed to continuing Arlington's tradition of hiring on the basis of merit, utilizing fair and equitable hiring practices in all his appointments.

### *School-Town Relations*

School-Town relations may at times be strained by fiscal and policy concerns, however, as a community which values education it is important for the Town Manager to encourage strong professional and personal relations with school leaders and policy makers.

### *Transparency/Citizen Involvement*

The new Town Manager must encourage an open and transparent government to ensure a robust community debate. Mobilizing and involving citizens to assist in problem solving is an important mission for the Town Manager. The search for talented citizens to serve on board and commissions should be a continuous process. The Town Manager should seek citizen input and encourage Department Heads to likewise solicit input and feedback from the community.

### **The Ideal Candidate**

The Board of Selectmen seeks a Town Manager willing to commit to a tenure long enough to allow for the implementation of policies and procedures that will reshape the organization to the long-term fiscal realities facing the community. In seeking only its sixth Town Manager since 1952, Arlington is accustomed to long tenured leadership that provides stability, structure, and focus to the administration. Arlington requires an individual who is skilled in providing administrative leadership within a complex governance structure that includes a number of elected administrators, a large elected legislative body, an elected Board of Selectmen, and a professional staff that serves a well-educated and active electorate that has high expectations. The Board seeks a Town Manager who will stand firmly behind goals and objectives that improve the community during a tough financial period and additionally who has the ability to lead through a crisis such as a weather related state of emergency.

The following attributes are sought in the ideal candidate:

#### *Personal*

The new Town Manager must be a genuine team leader able to work with other Town officials in a participative municipal environment and have experience working in a community with a history of proven customer service to a demanding but supportive electorate. The New Town Manager should be the spokesperson and representative for the Board of Selectmen and administration to the community and the region. The successful candidate must be able to project the influence of the position and represent the Town in policy forums.

A creative goal oriented, but genuinely inclusive leader capable of exerting influence and direction in a manner that shares successes with the elected officials, professionals and volunteers. The successful candidate must lead by example and commitment, as well as by the real, or implied, power of the position. The candidate must support and live by the ICMA Code of Ethics and is able to promote strong ethical standards throughout the organization. The Town Manager must have the skills to engage a well educated citizenry. The Manager must be a well prepared advocate with desire and capability to work with the Town Meeting and citizen boards. The ideal candidate will have the technical, human relations and political skills to advance the best agenda for the community.

#### *Professional*

A proven municipal administrator with considerable leadership skills and appropriate education. The ideal candidate will have at least a bachelor's degree, but preference is given to a master's degree in public administration or a closely related field. A minimum of three-years experience in municipal management is required. A solid record of professional development and training is required. Knowledge of relevant state and federal laws is expected.

The successful candidate must be a well-rounded and a technologically savvy administrator with a track record of managing complex customer service organizations within constrained finance resources.

Financial management skills are vital to this position. Municipal planning, labor relations and representational skills are also strengths important to this position. Strong working knowledge of financial management systems and technology, in general, is required.

The successful candidate must be a communicator with a proven track record of informing the elected leadership of critical policy and service initiatives. The new Town Manager must be capable of keeping all officials comprehensively informed, while remaining detached from the political process and ensuring that professional administrative staff maintains a similar detachment.

The new Town Manager must be an experienced municipal manager with an understanding of how to lead a complex community and have the ability to develop a vision for Town government. The successful candidate cannot be a politician in the classic sense, but must have a clear understanding of the political process in local, county, state, and federal governments. The Town Manager must be both strategic and tactical. He or she must be experienced in working effectively in an environment that requires impartial guidance to elected officials to accomplish both the long-term strategic needs of the community as well as the short-term tactical steps necessary to deliver services.

The Town Manager cannot be a mere caretaker but must be able to capitalize on opportunities. He or she must be creative and willing to advocate for issues that improve the community.

***Official copies of position descriptions are on file at the Human Resources Department***

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## Appendix Section A-2

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### **TOWN MANAGER**

The Town Manager is in charge of the oversight of day-to-day operations of Town government and through the implementation of Town policy, the Office of the Town Manager strives to manage the effective, efficient, and sustainable delivery of services to the residents of Arlington and remains committed to the dissemination of public information in a transparent, accessible, and accurate manner. The Office of the Town Manager continuously evaluates functions of government and public services to maintain Arlington as a community that provides a high quality of life for residents and visitors alike.

### **BOARD ADMINISTRATOR**

The Board Administrator is responsible for administrating and supporting the operations of the Board of Selectmen. Supervisory of staff, customer service work with the residents, interaction with other Town Departments and outside agencies, and meeting management are part of everyday duties. Other requested duties include special projects, Town Day organization, proclamations, oversees license processing and renewals, town election warrants and election workers.

### **COMPTROLLER**

The Comptroller's Office is responsible for the Town's books of account and financial records, verifying appropriations for all purchase orders, processing invoices for payment, approval of all payrolls and other warrants, balancing monthly appropriation reports, and other financial reporting as governed by Federal and State governments. The Comptroller is responsible for the coordination of annual audits and direct management/supervision of the Telephone Department.

### **ZONING BOARD OF APPEALS**

The Zoning Board of Appeals was established to hear and decide applications for special permits, petitions for variances from the terms of the zoning bylaws, site plan approvals as mandated by the zoning ordinance and appeals from decisions of the Zoning Enforcement Officer (Building Commissioner). The Board consists of three members appointed by the Board of Selectmen, who shall designate the chairman. All members of the Board shall be residents of the Town; one member must be an attorney-at-law, and one member must be an architect, civil engineer, or master builder.

### **ARLINGTON CULTURAL COUNCIL**

The **Arlington Cultural Council** (ACC) receives an annual allotment of grant monies from the **Massachusetts Cultural Council** (MCC) to distribute locally. The ACC is committed to funding a diverse cross-section of activities that support a broad variety of art forms, ongoing work of individual artists, projects serving specific local populations and local cultural organizations. Meetings are held once a month and are open to the public. Members of the Council are volunteers appointed by the Arlington Board of Selectmen for up to two consecutive three-year terms. They consist of artists, arts administrators and other community members with an interest in the arts, humanities and interpretive

sciences. Grant applications are due by October 15. Determinations are made in December for projects beginning in January.

### **PUBLIC MEMORIAL COMMITTEE**

Public Memorial Committee was established for the purpose of memorializing and officially recognizing those persons whose exemplary accomplishments have reflected credit and honor upon the Town of Arlington, in accordance with certain criteria established and set forth in writing by the Committee. Said Committee shall be the official source for memorialization of persons by the Town. The Committee shall consist of five registered voters of the Town, to be appointed by the Board of Selectmen. Two shall be appointed for a term of three years and two for a term of two years and one for a term of one year; all to serve until their respective successors are duly appointed and qualified.

### **BOARD OF REGISTRARS OF VOTERS**

The Board of Registrars of Voters, ensures voter registration sessions. Registrars are required to receive affidavits of voter registration from registrants who reside in their city or town and from those who reside in any other city or town in the Commonwealth. For applications for other municipalities, the registrars must submit such completed affidavits to the registrars in the registrant's city or town.

Registrars must post a copy of the Massachusetts General Laws chapter 56, sections 7 (Aiding or abetting false oath, etc.) at every registration site, deliver absentee ballots to polling locations, and hold sessions for voter registration.

### **HISTORIC DISTRICT COMMISSION**

The Historic Districts Act, MGL Chapter 40C was created to protect and preserve the historic resources of the Commonwealth through a local review system that encourages and ensures compatible improvement and development. Over 100 communities across the Commonwealth have enacted local historic districts to protect their historic resources and ensure the preservation of the character of their community.

Arlington has seven established local historic districts that include over 300 properties that the community has recognized as unique resources worthy of protection. The seven districts are: Avon Place, Broadway, Central Street, Jason/Gray, Mount Gilboa/Crescent Hill, Pleasant Street, and Russell. The Arlington Historic Districts Commissions are required by law to review the architectural appropriateness of most proposed exterior design changes, whether they be a minor alteration, new additions, or removal of trim or structures. The commissions consist of qualified volunteers appointed by the Board of Selectmen and include a property owner or resident of each district, an architect, a real estate professional, and a representative from the Arlington Historical Society.

Please note that the AHDC has justification of all properties located within a designated local historic district. In addition to the seven local historic districts, a number of individual properties outside of the districts have been designated by Arlington as being historically and/or architecturally significant. These individual properties outside the historic districts are overseen by the Arlington Historical Commission, *not* the Historic Districts Commissions.

### **CYRUS E. DALLIN MUSEUM BOARD OF TRUSTEES**

The Museum's mission is to collect, preserve, protect, and exhibit the works of Cyrus E. Dallin and to educate the community about Cyrus E. Dallin.

### **ARLINGTON PRESERVATION FUND**

The Arlington Preservation Fund, Inc. is a non-profit corporation whose principal purpose is to make low interest loans to owners of historically significant structures in the town of Arlington. Through these favorable loans, the Fund encourages the retention or restoration of appropriate exterior architectural details during both residential and commercial building projects. This revolving fund was initiated through the Federal Community Development Block Grant program and is now administered by a volunteer board of nine citizens appointed by the Board of Selectmen.

### **TRANSPORTATION ADVISORY COMMITTEE**

The Transportation Advisory Committee (TAC) was created to serve as an advisory committee on matters at the direction of the Board of Selectmen. To assist them in suggesting inventive ways to deal with the myriad of parking, traffic and transportation issues in the Town.

### **BICYCLE ADVISORY COMMITTEE**

The Bicycle Advisory Committee (ABAC) was created to advise the Town on local bicycling conditions. The all-volunteer committee promotes all forms of safe bicycling on town roadways and the Minuteman Bikeway— from recreational riding to using the bicycle for transportation and errands.

### **COMMUNITY PRESERVATION COMMITTEE**

The Community Preservation Committee, required by the CPA under MGL Chapter 44B, and formed by Town Meeting, is tasked with evaluating Arlington's needs in those three specific areas and making recommendations to Town Meeting on how CPA funding should be spent.

Arlington voters approved adoption of the Community Preservation Act (CPA) in November 2014 with the Act to begin funding in FY2016. The Town of Arlington began collecting surcharge revenue on the August 3, 2015 tax bills and will continue collection on a quarterly basis. The committee consists of nine volunteers, including four members from the general public and a member from each

of the following bodies: the Redevelopment Board, the Conservation Commission, the Historical Commission, the Parks and Recreation Commission, and the Housing Authority.

### **ELECTION OFFICERS**

The election officers ensure adherence to the elections procedures and compliance with state election laws. Each precinct (there are twenty-one precincts) must have assigned to it a warden, clerk, four inspectors, and two reliefs. Within each precinct the election officers must equally represent the two leading political parties. However, two of the officers in each precinct may be unenrolled or members of political parties other than the leading ones.

### **ARLINGTON COMMITTEE ON TOURISM AND ECONOMIC DEVELOPMENT**

The Arlington Committee on Tourism and Economic Development (A-TED) was created by the Board of Selectmen in 2010. It annually hosts an event to greet the Lancers as they re-create the rides of Revere and Dawes on Patriots Day and founded the Arlington Alive Arts Block Party, held each summer at Broadway Plaza. A-TED also manages the Visitor Information Center, located at Uncle Sam Plaza in Arlington Center.

### **UTILITY POLE WORKING GROUP**

This working group will be made up of five residents-at-large. The charge of the working group will be to compile inventories of identified maintenance and/or safety issues relating to utility poles and overhead wires throughout town. This inventory shall be presented to the Board of Selectmen at least annually and will be transmitted by the Board to responsible utility providers for follow-up and further action, as described in relevant policies of the Board of Selectmen.

### **CABLE ADVISORY COMMITTEE**

Members appointed by the Board of Selectmen, pursuant to Federal and State Cable Television Regulations to assist them with Cable Television licensing and renewal negotiations and any other cable television related issued referred by the Selectmen.

### **TREE COMMITTEE**

The Arlington Tree Committee consists of members with three year terms. The Committee's mission is to promote the protection, planting, and care of trees in Arlington and supports Arlington's Tree Division.

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# Appendix Section A-3

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**Town of Arlington  
Board of Selectmen  
Meeting Agenda**

December 7, 2015  
7:15 PM  
Selectmen's Chambers, 2nd Floor, Town Hall

**CONSENT AGENDA**

1. Minutes of Meetings: November 9, 2015, November 23, 2015

**PUBLIC HEARINGS**

2. 7:30 pm Discussion and Vote: Property Tax Classification - Tax Rate  
Paul Tierney, Director of Assessment

**APPOINTMENTS**

3. Arlington Cultural Council  
Sherry A. Greene  
(term to expire 11/30/2018)
4. Arlington Tree Committee  
John Ellis  
(term to expire 11/30/2018)

**LICENSES & PERMITS**

5. Request: Menotomy Grill & Tavern Late Night Event, 12/31/15-1/1/16  
William A. Lyons, Owner, Menotomy Grill & Tavern, 25 Massachusetts Ave.
6. Hearing: Potential Chapter 138, Section 69 Violation  
Douglas W. Heim, Town Counsel

**CITIZENS OPEN FORUM - SIGN IN PRIOR TO BEGINNING OF OPEN FORUM**

Except in unusual circumstances, any matter presented for consideration of the Board shall neither be acted upon, nor a decision made the night of the presentation in accordance with the policy under which the Open Forum was established. It should be noted that there is a three minute time limit to present a concern or request.

## **TRAFFIC RULES & ORDERS / OTHER BUSINESS**

7. For Approval: Arlington Bicycle Advisory Committee
  - a) Letter of Support for SD273 and HD2137, Act to Protect Vulnerable Road Use and SD284 and HD2130, Act to Protect Bicyclists in the Bike Lane.
  - b) Support for Rails-to Trails Sign Program  
Christopher Tonkin, Chair, ABAC
8. Discussion and Approval: Revisions to Selectmen's Handbook Chapters 1 and 6  
Douglas H. Heim, Town Counsel
9. Discussion and Vote: Minuteman Regional Agreement  
Daniel J. Dunn, Selectmen

## **CORRESPONDENCE RECEIVED**

Letter of Map Revision  
Luis Rodriguez, P.E., Chief  
FEMA, Engineering Management Branch  
Federal Insurance and Mitigation Administration

Requesting Safety Audit at Intersection of Appleton Street and Park Avenue  
Jen Cardillo, 147 Park Avenue

Town Manager: Notice of Vacation "Buy Back"  
Adam W. Chapdelaine, Town Manager

## **NEW BUSINESS**

## **EXECUTIVE SESSION**

Next Scheduled Meeting of BoS December 21, 2015

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